

## Application for Tuition Reimbursement

**NOTE: Tuition reimbursement requests must be submitted prior to the first class session. Reimbursement will not be provided for registration, travel, or other related expenses. A copy of your grade report must be turned in to the professional development director within the following semester for which reimbursement is requested. Funds will be distributed at the end of the year and may be prorated. Coursework will not be reimbursed if these procedures are not followed.**

Name: \_\_\_\_\_

Date submitted: \_\_\_\_\_

Current area (s) of certification: \_\_\_\_\_

Current teaching assignment: \_\_\_\_\_

Course name/brief description: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

How does this course support the district Professional Development Plan? (Address a specific goal – see District PDC Goals): Goal # \_\_\_\_\_ Explanation \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Number of credit hours: \_\_\_\_\_ Beginning and ending dates: \_\_\_\_\_

Institution: \_\_\_\_\_ Cost per credit hour: \_\_\_\_\_

Please submit to: Karen Snethen, Director of Professional Development

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For PD Office Use Only

Date: \_\_\_\_\_

Approved: \_\_\_\_\_

Not Approved: \_\_\_\_\_

Total Amount of Reimbursement \_\_\_\_\_

### **Tuition Reimbursement**

Tuition reimbursement is a method to support certificated staff advancing their professional credentials. Eligibility for tuition reimbursement is extended to all certificated staff members. Annually, up to three credit hours of A or B grade from an institution accredited by the North Central Association, the Higher Learning Commission, the National Council of Teacher Education or similar recognized agency. Reimbursable courses should apply to the individuals work area. Generally eligible course work in the area of curriculum and instruction, reading, or special learning skills are reimbursable to classroom teachers.

#### Reimbursement guidelines

- Up to three credit hours of A or B grade at \$200 per credit hour.
- Course approval is required from the Director of Community Relations and Professional Development prior to completion of the course.
- A course ensuring a teacher meets 'Highly Qualified Status' will receive reimbursement priority.
- Upon completion of the course a copy of the grade slip, from the granting institution must be on file with the course approval application.
- Reimbursement will be made at the end of May for the preceding school year.
- Should reimbursement requests exceed budget allocations, the credit hour cost may be prorated.

The Tuition Reimbursement allocation is determined annually by the Board of Education through adoption of the annual budget.

Irrespective of receiving Tuition Reimbursement additional education related hours from an institution accredited by the North Central Association, the Higher Learning Commission, the National Council of Teacher Education or similar recognized agency apply to advancement on the Certificated Salary Schedule.

Implemented:

Fulton School District No. 58, Fulton, Missouri

#### **Professional Development Goals**

1. Improve the quality of classroom instruction through a variety of effective teaching and learning strategies.
2. Gather, process, and act upon current educational research and appropriate data in ways best suited to improve classroom instruction.
3. Generate and support continuous efforts to improve and align the written and taught curriculum.
4. Provide a structure for giving all teachers, particularly new teachers, professional assistance when needed.
5. Provide continuous and collaborative learning.
6. Provide organized methods for assessing individual, building, and district needs.
7. Enhance leadership capacity and encourage staff participation in leadership opportunities.