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To determine if you qualify for tuition reimbursement, please complete this form and send it to the PDC member on your campus by Monday, February 4, 2019.

Print Name _____ Employee's Signature _____

SPS Building Location _____ Name of University(ies) _____

List below the information from courses taken during the semesters of Spring 2018, Summer 2018, and Fall 2018**:

Semester & Year	Course Number	Course Name	Grade	Cost per Credit Hour	Credit Hour Earned	Amount Paid
TOTAL DUE TO EMPLOYEE (Central Office Will Complete)						
Approved By: _____			Date: _____			

**Courses completed during the Spring 2019 semester will be eligible in the next year's tuition reimbursement program. Teachers must be employed by Sikeston R-6 at the time the course was completed. Teachers beginning employment in the 2018-2019 school year may only receive reimbursement for Fall 2018 courses.

REMINDER: ONLY GRADUATE LEVEL CLASSES QUALIFY FOR REIMBURSEMENT.

You must attach a highlighted copy of transcript or grade card, detailed course expenditures, and proof of payment. The Form 1098-T that you receive for tax purposes should show proof of payment which may be helpful to some of you.

Tuition reimbursement will be for no more than 6 hours at the rate of \$100/credit hour. The amount received by each participant may be less, and will be pro-rated, if the requests for tuition reimbursement exceed the budgeted amount.