

**SIKESTON R-6
TUITION REIMBURSEMENT PROGRAM
APPLICATION PROCEDURES**

The purpose of this program is to refund some or all of the tuition costs of our professional staff.

ELIGIBILITY REQUIREMENTS

To be eligible for PDC tuition reimbursement, a staff member **must** meet the following conditions:

- i. Enroll in graduate level courses only related to your area of current certification, or courses for additional certification, or to be admitted to a graduate program in administration or guidance.
 - ii. Earn a grade of “A” or “B” in the course and provide a grade card.
 - iii. Be employed full time at the time the course was completed. (For employees beginning employment in the 18-19 school year, only Fall 2018 are eligible for reimbursement. Spring 2019 courses are eligible for reimbursement in February 2019.)
 - iv. Provide transcript or grade card and evidence of expenditures.
1. Submission of an application for tuition reimbursement is an agreement that the employee will remain as an employee of Sikeston R-6 for the next five (5) years. Termination of employment by the employee will result in a pro-rated amount being withheld from said employee’s final paycheck.
 2. The courseware shall be taken at an accredited college or university.
 3. The amount reimbursed should be for money paid to the university by the employee. This amount would include loans for which the employee will be responsible. Tuition paid through a scholarship or other funds which do not require repayment is not acceptable for tuition reimbursement. Any tuition reimbursement monies received by an employee for funds from a loan which is later waived for repayment, must be repaid to the district.
 4. Before reimbursement can take place, the applicant must have paid the college/university the amount owed.

ELIGIBLE COURSES

Sikeston R-6 Schools will provide reimbursement of \$100/credit hour for a maximum reimbursement of \$600 per year. The amount received by each participant may be less, and will be pro-rated, if the requests for tuition reimbursement exceed the budgeted amount. Other fees and incidental costs are not eligible for reimbursement.

Return this form to your PDC Executive Committee member by the first Monday in February.