

Tuition Reimbursement - Classified

GDBC-R

The Board, recognizing that continuing education for classified staff members makes a vital contribution toward the improvement of and quality of instruction in the classroom, hereby establishes a tuition reimbursement program. Criteria for the program are as follows:

1. Staff members become eligible to participate at the beginning of their second work agreement with the district.
2. Either graduate or undergraduate hours may be taken.
3. Course work must be in the field in which the staff member is employed or be taken at the request of the district.
4. A total of ten (10) semester hours of enrollment are eligible for reimbursement during any fiscal year.
5. Tuition will be reimbursed at **\$100.00** per semester credit hour, or the actual cost of tuition, if the amount is less than \$100.
6. If staff members participate in more than one district reimbursement program, the maximum reimbursement is limited to the actual cost of tuition.
7. Reimbursement shall be made upon transcript verification of credits earned.
8. All courses subject to reimbursement must be approved by the superintendent prior to enrollment.

All applications for tuition reimbursement must be fully completed [that is the course completed and transcript verification and a receipt presented to central office, within six (6) months of the beginning date of the approved class(es) in order to be processed for payment.

If extenuating circumstances exist, a staff member may petition for an extension of time in order to complete the process. However, if no petition is received, all applications will be terminated and destroyed after the established time limit.

Effective: July 1, 2007