

TUITION REIMBURSEMENT REQUEST

I have reviewed the Tuition Reimbursement Policy on the back of this form and I, _____, am requesting tuition reimbursement for the following:

University _____ Date Class Starts _____

Course Number _____ Date Class Ends _____

Course Description:

Number of hours: _____ semester/or _____ quarter

Which quarter/semester are you planning to take course (choose one)

Fall Winter Spring Summer

If OSU, what amount are you requesting reimbursement for? ($\frac{1}{3}$ of the cost) _____
(Since OSU tuition credits takes care of $\frac{2}{3}$ of the cost, you must also complete the OSU reimbursement form.)

For reimbursement documentation, the District Office will need your grade sheet and receipt. Reimbursement must be requested within three (3) months after course completion.

LICKING VALLEY LPDC INFORMATION

Course work, CEU classes/workshops, and/or Equivalent Activities which will be used to satisfy the Ohio Department of Education (ODE) renewal requirements *MUST* be approved by the LPDC.

Is this course related to your Individual Professional Development Plan (IPDP)?

(choose one) Yes No Does not apply

If so, how does it relate to your IPDP? _____

If not, you may receive tuition reimbursement, but it will not count toward licensure renewal.

Teacher's Signature

Date

Licking Valley LPDC Representative's Signature

Superintendent's Signature

ARTICLE 14 – TUITION REIMBURSEMENT

The Licking Valley Board of Education will reimburse each teacher one hundred fifty dollars (\$150.00) for each quarter hour or one hundred eighty-five dollars (\$185.00) per semester hour for any additional educational course work (not to exceed a district total of thirty-two thousand five hundred dollars (\$32,500.00) under the following conditions:

- A. Teachers must agree to teach in the district for at least one (1) additional year following payment.
- B. Courses reimbursed must be approved by the Superintendent at least ten (10) days prior to the first course meeting.
- C. Each teacher will be limited to reimbursement of eighteen (18) quarter hours or twelve (12) semester hours each year (June through May). **No teacher may be reimbursed for any more than nine (9) quarter hours or six (6) semester hours any given quarter of semester during the year.** Teachers can request to be reimbursed only on a quarter or semester basis by each quarter or semester.

If, at the end of May, there are funds remaining in the tuition reimbursement fund, members may petition for additional hours to be reimbursed. Should the number of request exceed the available monies, the remaining funds shall be divided equally among the members requesting such additional reimbursement.

- D. Reimbursement will be made within sixty (60) days under these conditions:
 - 1. All requirements in items A-C are met.
 - 2. The teacher submits proof of satisfactory completion of the course in the form of an official transcript or an official course grade card within three (3) months after completion of the course.

Teachers shall not be reimbursed for more than the cost of the approved course.