

## 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 \_\_\_\_\_

Number of hours: \_\_\_\_\_ semester/ or \_\_\_\_\_ quarter

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

Fall

Winter

Spring

Summer

If OSU, what amount are you requesting reimbursement for? (1/3 of cost) \_\_\_\_\_  
(Since OSU Tuition credits takes care of 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 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)?

(circle 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 twenty-two thousand five hundred dollars [\$22,500.00]) 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 or 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 requests 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.