

CERTIFIED TUITION REIMBURSEMENT AGREEMENT

Fill out one Tuition Reimbursement Agreement for each course for which you would like reimbursement. You will be eligible for reimbursement only when the form is completed and submitted with all required signatures.

1. Employee Information (please print)

Name: _____

District may reimburse you up to a maximum of one hundred dollars (\$100) per semester hour and sixty-seven dollars (\$67) per quarter hour, up to six (6) graduate semester hours or the equivalent of nine (9) quarter hours per year, may be reimbursed per bargaining unit member as per the Collective Bargaining Agreement. In no case shall an employee be paid more than the actual cost of the course.

2. Course Information

Name of university, college, or other institution offering
course: _____

Course Name: _____

Total credit hours for course listed above: _____

Total tuition for course listed above: _____

3. Transcript Requirement

District will reimburse you for tuition expenses only when satisfactory evidence that the course work has been satisfactorily completed, as exhibited by a transcript, grade card, or letter from the instructor **and a fee receipt**.

4. Bargaining unit members shall not be eligible for tuition reimbursement until they have worked for the District for one (1) year. To be eligible for reimbursement, the bargaining unit member must not resign or retire from the Western Reserve School District the school year following reimbursement. If a bargaining unit member retires or resigns the school year following reimbursement, the amount of tuition reimbursed shall not be paid or shall be deducted from the bargaining unit member's final paycheck.

Employee Signature: _____ Date: _____

Principal's Signature: _____ Date: _____

Treasurer's Signature: _____ Date: _____