

GUIDELINES FOR PAC TUITION REIMBURSEMENT

Licensed/certificated staff members are encouraged to use the district's fee waivers for the university coursework. If this is not possible, staff members may receive a partial or full PAC tuition reimbursement for university courses taken during a school year.

The amount of reimbursement will be determined by dividing the amount of money available for that year by the total number of hours of reimbursement requests. Money will then be divided up and distributed no later than June 30th of each school year. Each year's unused money will roll over into the next year's fund.

The abuse and/or fraud of this policy will result in the return of reimbursed money to the district and the loss of reimbursement privileges for one (1) year from date of infraction.

CRITERIA

- Only licensed/certificated personnel employed by the district during the term of the coursework are eligible for tuition reimbursement.
- Only tuition costs are eligible for reimbursement.
- For the reimbursement of tuition costs, coursework must be
 - directly related to educational and/or classroom practices, or
 - needed for achieving an upgrade or renewal of a license or certificate, or
 - needed for achieving tenure, or
 - directly related to your area of teaching, or
 - requested of you by the administration for the performance of your job.
- Requests not made by the April 30th deadline will not be honored.

PROCEDURE

- Send this completed form to the GHEA vice president. Include a paid receipt and a copy of your transcript and/or report card for the course taken.
- Reimbursement requests for courses taken in a spring, summer, and fall will be evaluated with the requests for the following winter courses during the regularly scheduled PAC meeting in May.
- Requests not made by the April 30th deadline will be returned and may be resubmitted for the following calendar year.

APPLICATION FOR PAC TUITION REIMBURSEMENT

Send this completed form, a paid receipt, and a copy of your transcript and/or report card for the course taken to the GHEA vice president. All required documentation needs to be turned in no later than April 30th.

Name _____

Building _____

Grade/subject _____

University _____

Course title/description _____

How this course fulfills one or more of the Criteria requirements on the previous page:

Check one: Spring _____ Summer _____ Fall _____ Winter _____

Year : _____

Credit hours requested to be reimbursed: _____

Tuition amount requested to be reimbursed: _____

My signature below indicates that I have read and am in compliance with the stated qualifications on the previous page.

Signature: _____

Date: _____