



# MID VALLEY SCHOOL DISTRICT

## Teacher Tuition Reimbursement Request

Complete and Submit to District Office

According to the Agreement between MVSD and the MVEA:

**Credit Reimbursement:** Teachers may take a maximum of nine (9) credits per fiscal year (July 1-June 30) which may qualify for reimbursement so long as the credits are from a college or university which has a regional or national accreditation from an appropriate agency. Tuition cost will be reimbursed by the District at the rate of seventy-five (75%) percent per qualifying credit applied toward a Masters Degree or Master's Plus 30, upon successful completion of such course with a grade of B or higher. Tuition reimbursement at the rate of fifty (50%) shall apply per qualifying credit applied toward a Masters Degree or Master's Plus 30, upon successful completion of such course with a grade below a B but no lower than C. For those courses successfully completed with a grade lower than C, tuition reimbursement shall not apply. There shall be a maximum allowance of \$1,000.00 reimbursement applied toward each credit earned.

Tuition reimbursement at the rate of fifty (50%) shall apply per qualifying credit applied toward a Masters Plus 45 upon successful completion of such course with a grade of C or higher. There shall be a maximum allowance of \$1,000.00 reimbursement applied toward each credit earned.

Credits obtained prior to permanent certification are not eligible for reimbursement. Eligibility for reimbursement shall expire upon the attainment of Masters Plus forty-five status. (Costs shall not include books transportation, registration fees or supplies.)

Professional employees that receive credit reimbursement and leave the District will be required to reimburse the District at the following rate:

- Prior to expiration of one year: 100%
- Prior to expiration of two years: 60%
- Prior to expiration of three years: 30%

Conditions:

- (A) Credits must be taken in the teacher's certified field or within a degree program pre-approved by the college or university.
- (B) A grade of "C" passing or satisfactory must be attained in the course taken by the teacher.
- (C) Written request of reimbursement must be presented to the Superintendent prior to registration at the college or university. Teachers must present a receipt from the college or university showing payment has been made for the credits taken.
- (D) New Employees will be eligible to apply for reimbursement beginning in the first semester of the school year in which they contract to teach. An employee receiving reimbursement for credits shall be expected to remain in the employ of the School District for three (3) years following receipt of the reimbursement. Teachers failing to teach for the three (3) years shall repay to the School District that proportion of the reimbursement payment which equals the proportion of the three (3) years they do not teach in the School District.
- (E) There will be no reimbursement payments hereunder in Cases where the teacher received a special grant which pays for the credits taken.

I AM FORMALLY REQUESTING REIMBURSEMENT IN THE AMOUNT OF \$ \_\_\_\_\_ TOWARDS TUITION FOR THE FOLLOWING:

- Masters Program 75% Reimbursement
- Masters Plus Thirty (30) Program 75% Reimbursement
- Masters Plus Forty-five (45) Program 50% Reimbursement

University: \_\_\_\_\_ Program: \_\_\_\_\_

**DOCUMENTATION REQUIRED:**

- Documentation of admission or transcripts
- Receipt or cancelled check
- Credit Pre-Approval form is on file

Name: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_  
*Signature of Teacher*

*(To be completed by district Superintendent)*

*Limit of 9 credits per year are reimbursable (July 1 – June 30).*

Proposed course approved for reimbursement:  YES  NO

Course applied to:

- Masters Program 75% Reimbursement
- Masters Plus Thirty (30) Program 75% Reimbursement
- Masters Plus Forty-five (45) Program 50% Reimbursement

Signature: \_\_\_\_\_ Date: \_\_\_\_\_