



# MID VALLEY SCHOOL DISTRICT

## Administrator - Tuition Reimbursement Request

Complete and Submit to District Office

According to the MVSD Administrative Compensation Plan (Act 93):

**Tuition Reimbursement:**

- (A) Administrators willing to continue and further their education at a college or a university must first receive approval by the Superintendent in order to qualify for tuition reimbursement.
- (B) Administrators may take a maximum of nine (9) credits per fiscal year (July 1 – June 30). Tuition costs will be reimbursed by the school district at a rate of 100% per qualifying credit where the administrator has earned grades of A or B, or their equivalent for each course submitted for payment. (Costs shall not include books, transportation, or supplies). Any administrator who received credit reimbursement and resigns from the district will be required to pay back tuition at the following rate:
  - \* Within one (1) year 100% repayment
  - \* Within two (2) years 50% repayment
  - \* Within three (3) years 25% repayment
  - \* Within four (4) years 0% repayment
- (C) Repayment shall be made through a deduction in final payroll check(s) or shall be directly reimbursable by the administrator with a personal check prior to terminating employment with the District.
- (D) Upon completion of class or classes, proof of acceptable grade(s) must be furnished to the Superintendent prior to reimbursement.
- (E) Once the Superintendent approves reimbursement, the administrator shall be reimbursed to the Superintendent prior to reimbursement.

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

Credit Reimbursement 100% (*maximum of nine (9) credits per fiscal year (July 1 – June 30)*).

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

**DOCUMENTATION REQUIRED:**

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

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

\_\_\_\_\_  
*Signature of Administrator*

*(To be completed by district Superintendent)*

*Limit of 9 credits per year are reimbursable for up to 100% per fiscal year (July 1 – June 30)*

Proposed course approved:  YES  NO      Signature: \_\_\_\_\_ Date: \_\_\_\_\_