

CLATSKANIE SCHOOL DISTRICT 6J  
**CEA TUITION REIMBURSEMENT REQUEST 2023-2024**

**Article 16, Section B parts 2-3 of the 2023-2024 agreement between the Clatskanie School District 6J and 6J Education Association states:**

- 2. The tuition rate at which tuition will be reimbursed will be the Oregon University system’s average rate for graduate credit, using the rates in effect on September 1 of the school year in which the tuition is incurred. Individuals’ unused tuition dollars may accumulate from one year to the next for the life of the contract. Tuition will be pro-rated for less than full-time employees. Tuition for graduate credit coursework will be available under one of the following options during the life of this contract:
  - a. Option A: For graduate credit coursework taken in an “approved Master’s program” or taken towards attaining “highly qualified” status, as defined by the ESEA, in the teacher’s assignment area, reimbursement will be a dollar amount equivalent to four (4) quarter hours per year.
  - b. Option B: For all other approved graduate credit coursework, tuition reimbursement will be a dollar amount equivalent to three (3) quarter hours per year.
- 3. The reimbursement rate is subject to the following conditions:
  - a. If a contract teacher fails to return to the District, he/she shall be responsible for reimbursing the District for unearned benefits.
  - b. Probationary teachers must be reemployed for the subsequent year to benefit from this article.
  - c. The graduate credit coursework must be taken at an institution of higher education, which is accredited by a regional accreditation agency (e.g., Northwest Association of Secondary Schools and Colleges).
  - d. The coursework must be successfully completed with a passing grade by the teacher.
  - e. Prior to reimbursement, the teacher shall submit evidence of these conditions (e.g., online grade reports, unofficial transcripts, or official transcripts). Online records must be opened and printed in the presence of District office personnel.

**ALL REIMBURSEMENTS MUST BE PRE-APPROVED BY THE SUPERINTENDENT TO BE COMPLETED BY THE EMPLOYEE (forward to District Office)**

Employee Name \_\_\_\_\_ Date of Request \_\_\_\_\_

For Classes Taken \_\_\_\_\_ term at \_\_\_\_\_

Original Reimbursement \$ amounts available as per contract- 3 credits- \$2955.00 4 credits- \$3940.00

Attach copies of the following:

- 1. **Prior approval of the Superintendent**
- 2. University receipt with itemized listing of classes
- 3. Evidence of successful completion (e.g., online grade reports, unofficial transcripts, official transcripts) Online records must be opened and printed in the presence of District office personnel.

Have you been reimbursed for classes completed during the period July 1, 2022 through June 30, 2023? \_\_\_\_\_

**IF YOU ANSWERED “YES”, PLEASE SUMMARIZE THOSE REIMBURSEMENTS ON THE BACK OF THIS FORM**  
Are the classes listed for reimbursement graduate coursework and taken in an institution of higher education that is accredited by a regional accreditation agency? \_\_\_\_\_

Employee Signature \_\_\_\_\_

**TO BE COMPLETED BY DISTRICT PERSONNEL OFFICE**

Employee is \_\_\_\_\_ full time \_\_\_\_\_ part-time      Employee is \_\_\_\_\_ probationary \_\_\_\_\_ contract

**TO BE COMPLETED BY DISTRICT BUSINESS OFFICE**

Amount available \_\_\_\_\_ Amount to be reimbursed as a result of this request \_\_\_\_\_

\$ remaining \_\_\_\_\_ Account # 100-2240-0245-002