**[PINK FORM]**

**Harney County School District #3**

**TUITION REIMBURSEMENT REQUEST - CLASSIFIED**

**REQUEST FOR COURSEWORK APPROVAL FOR WHICH TUITION REIMBURSEMENT WILL BE EXPECTED**

***PRIOR APPROVAL IS REQUIRED***

NAME: _____ PROGRAM OF STUDY _____ DATE _____

INSTITUTION _____ Proposed start and end date of Program _____

| COURSE TITLE (Prior Approval is Required) | CREDIT HOURS Semester | Quarter | REIMBURSEMENT APPROVED Yes | No |
|---|---|---|---|---|
| 1. | | | | |
| 2. | | | | |
| 3. | | | | |
| 4. | | | | |

_____ _____

Classified Employee's Signature - Indicates agreement to terms as outlined below

Date Requested

_____ _____

Building Principal's Recommendation Date

Superintendent's Approval Date

**Terms of Agreement**

When a classified employee desires to attend college for the purpose of obtaining a licensed position in the district, they MUST have the Building Principal AND the Superintendent's support for the reimbursement program. They may be reimbursed up to 9 quarter (or 6 semester) credits per year. They must be enrolled in a teacher prep program or degree program leading to a teaching/licensed position within the district. They must complete the program in 3 years. Reimbursement only occurs after a passing grade of C or better is achieved and an official transcript is received. ***The employee must work for the district for at least 3 years after obtaining license with TSPC. If employee does not fulfill the 3 year agreement and/or leaves the district, the employee will be required to repay the district the entire amount that has been reimbursed to the employee, over a period of 5 years. (Failure to make payments will result in legal action and referral to a collection agency.) The district reserves the right to stop this optional reimbursement program anytime deemed necessary and discontinue the program for any reason.***

Updated: 11/5/2019