**Certified Credit Reimbursement Request Form**

Per 2023-24 Negotiated Agreement:

*The District will fund a credit reimbursement account to assist certified staff pay for college credits. The fund will be $15,000 for the 2023-24 school year.*

*The procedure is found in Board of Trustees’ Policy 5435 and 5435P.*

1. *Certified Staff may apply for three college credits reimbursement annually.*
2. *In the event that more reimbursement is applied for than there are funds available, the total amount of money requested will be divided by the amount set aside by the district ($15,000).*
3. *Reimbursements are for tuition only.*
4. *All requests for reimbursement must have a receipt showing the cost of the class and a transcript showing successful completion of the class.*
5. *Tuition will only be reimbursed for classes that are in the certified staff’s assignment/curriculum field or pre-approved by the superintendent.*
6. *All requests for reimbursement must be received by June 6th, 2024.*
7. *The superintendent or designee will disburse funds in separate checks through the June accounts payable.*
8. *Certified staff will be allowed three credits of reimbursement annually. In the event the $15,000 is not fully utilized by the three credit allotment, a second round of payments may be applied for by certified staff. The funds will be divided equally until the limit of $15,000 is reached.*

**Please complete the following:**

**Cost of Tuition $\_\_\_\_\_\_\_\_\_ Number of Credits# \_\_\_\_\_\_\_\_\_\_ Class Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**$\_\_\_\_\_\_\_\_\_ # \_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**$\_\_\_\_\_\_\_\_\_ # \_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**All information is due by June 6th. Attach a copy of receipt and transcripts. If request form, transcripts and receipt are not be received by deadline you will not be eligible for reimbursement. Please return form and all documents to Brittany Goetz, Business Manager. Payments will be disbursed in June 2024, after the June 6th deadline.**