

Knappa School District No. 4  
***Tuition Reimbursement Request***  
 (certificated personnel only)

FM #310 – 05/03

Article 16, Section B, of the 2000-2004 agreement between the Knappa School District No. 4 and the Knappa Education Association, requires the District to reimburse tuition for graduate credit course work (quarter hours), as follows:

**Article 16, Section B – Expenses for Workshops/Tuition**

B. Tuition for graduate credit course work (for which graduate credit is granted) will be paid by the District at a rate not to exceed the state college or university selected by the Association. The institution selected shall not change during the term of the Agreement. Tuition will be prorated for part time. The reimbursement rate of three (3) credits per year is subject to the following conditions:

1. Probationary teachers shall be allowed to accumulate three (3) credits per year of service in the District, to a maximum of nine (9) credits.
2. Contract teachers shall be granted reimbursement of nine (9) credit hours in any three (3) year period. However, if a permanent teacher fails to return to the District, he/she shall be responsible for reimbursing the District for unearned benefits.

To be eligible for tuition reimbursement, the graduate credit must be with prior approval of the Superintendent or designee; the graduate credit course work 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) and the course work must be successfully completed with a passing grade by the teacher. Evidence of these conditions must be submitted by the teacher prior to reimbursement.

TO BE COMPLETED BY THE EMPLOYEE AND FORWARDED TO BUSINESS OFFICE	
Employee Name _____	Date of Request _____
Reimbursement Requested _____ (# of credits)	Send Check to _____ (KHS, HLE, Home)
Class Term _____ (example: Summer 2003)	at _____ (name of school attended)
Class Name and # _____	
Attach copies of the following:	
1) Receipt listing class and fees	
2) Copy of grade report	

TO BE COMPLETED BY DISTRICT PERSONNEL OFFICE			
Is the class on the attached grade report approved graduate course work, within the major area of study, and taken at an institution of higher education accredited by a regional accreditation agency? Yes <input type="checkbox"/> No <input type="checkbox"/>			
If the answer to this question is “no,” then this request must have the approval of the Superintendent below:			
Is employee full (F) or part-time (P)?	_____	_____	_____
	2 years prior	prior	current
Is employee probationary (PB) or permanent (PM)?	_____	_____	_____
	2 years prior	prior	current
Approval/ Superintendent _____	Date _____		

TO BE COMPLETED BY DISTRICT BUSINESS OFFICE			
Credits/Term/School Attended/Year Earned _____			
U of O rate _____ (# credits = amount)	_____ (school attended)	rate _____	_____ (# credits = amount)
Amount approved for reimbursement: \$ _____		_____	_____
		AP Approval	BM Approval
Account # <u>100-2240-0245-003</u>			