

Date Received: _____

By: _____

**PARSONS DISTRICT SCHOOLS USD 503
Application for Tuition Pool**

Please Complete a Separate Form for Each Course

Applications are Accepted Beginning June 1 of Each Year

1. The tuition pool shall be funded for a maximum of \$4,000 per school year, from July 1 through June 30. There shall be no carryover of unused funds from one year to the next.
2. The district will pay 50% of the tuition, to a maximum of \$100 per credit hour, whichever is less, excluding fees, books, or materials. Payment will occur upon completion of the course with a grade of "B" or better in a graded course or "pass" in a pass/fail course.
3. Licensed employees are eligible for up to six hours of tuition assistance. Courses must be graduate level and related to the employee's area of assignment and pre-approved on the district provided form by the Superintendent or designate. Licensed employees in an education-related advanced degree-granting program are eligible for an additional three hours of tuition assistance at the same level of support.
4. Courses should be from a Kansas Regents University. Exceptions must be approved in advance by the Superintendent or designate.
5. Transcripts indicating successful completion of the course, along with receipts for the tuition, shall be turned in within 30 days of the completion of the course. No reimbursement will be made for requests received after this deadline.
6. If the requests exceed the maximum stipulated, the requests will be funded in the order they are received by the Superintendent or designate.

To be completed by employee:

Employee name	_____		
Building	_____		
Course name	_____		
College/University	_____		
Course number	_____		
First Day of Class	_____		Cost per credit hour
Last Day of Class	_____	X _____	Number of credit hours
		_____	Total Cost Divided by Two
		_____	Total requested
Signature	_____		Date _____

_____ **Date Approved**

_____ **Date Disapproved**

_____ **Superintendent or Designate**

Keep a copy for the employee and send the original to the district office. Payments will be made in the order this application is received by the Superintendent or designate.