

Marysville School District

Tuition Reimbursement

Instructions

Current year tuition reimbursements are for tuition and fees completed between September 1st and August 31st.

Basic Allowance for Tuition Reimbursement

The District shall reimburse up to \$200 to employees with over five (5) years experience as recognized by their placement on the salary schedule, and up to \$500 to employees with no more than zero (0) to five (5) years experience and Physical Therapists (PTs).

Tuition Reimbursement can be requested for the following purposes:

- Any credits that meet the criteria for salary schedule placement
- Registration fees for workshops/conferences
- Dues for professional organizations (not to include union dues) and the cost for **professional publications** (e.g., books, magazines, and online versions of the same)
- Fees paid for taking the WEST-E or NES test in order to become **highly qualified** (not for teacher certification)
- The cost of an employee's state certificate renewal

The following documents must be submitted to HR no later than **September 15th** by 4:30 pm (*late submissions will not be accepted*) for tuition and fees paid for between September 1st and August 31st:

- ✓ Completed **Tuition Reimbursement Application**
- ✓ **Itemized Receipt** (vendor invoice, registration confirmation, tuition statement). Memberships may not cover multiple years.
- ✓ **Proof of Payment** showing out-of-pocket costs (receipt showing payment type, cancelled check, redacted credit card or bank statement)
- ✓ Appropriate **Verification of Completion** of the course/activity are to be provided to the District (unofficial transcript, certificate of attendance or completion, clock hour form signed by the instructor, etc). If you are currently enrolled in a Master's, Doctorate, ProCert program, or are obtaining your National Boards Certification, verification of enrollment or registration will be accepted by the District.

Unused Pooling Funds

If you have a balance of tuition dollars after receiving your basic allowance, you are eligible for reimbursement from the unused pooling funds, if available. Reimbursement of the pooling funds will occur in September of the following school year.

- New teachers must be under contract at the time of the class in order to apply for reimbursement.
- If you are currently enrolled in a Master's, Doctorate, ProCert program, or are obtaining your National Boards Certification, please indicate so on the Tuition Reimbursement Application.

If you have any questions, please contact Human Resources, Ext. 20070

Tuition Reimbursement Application

This application must be completed and accompanied by the following documents.
Please submit all documentation to Human Resources no later than September 15th at 4:30 pm.

REQUIRED DOCUMENTS

Incomplete applications and/or lack of documentation will not be processed.
Multiple purchases with varying dates should be on separate forms.

- Itemized Receipt** (vendor invoice, registration confirmation, tuition statement). **Memberships may not cover multiple years.**
- Proof of Payment** showing out-of-pocket costs (receipt showing payment type, cancelled check, redacted credit card or bank statement)
- Verification of Completion** (unofficial transcript, certificate of attendance or completion, clock hour form signed by the instructor, etc.) **The completion of courses must occur between September 1ST – August 31ST.**
- Course Completion:**

<p>Are you currently enrolled in and obtaining a Master's or Doctoral degree? YES <input type="checkbox"/> NO <input type="checkbox"/></p> <p>Are you currently enrolled in a ProCert program? YES <input type="checkbox"/> NO <input type="checkbox"/></p> <p>Are you currently enrolled in and obtaining National Board Certification? YES <input type="checkbox"/> NO <input type="checkbox"/></p> <p>NOTE: If you are currently enrolled in a Master's, Doctorate, ProCert program, or are obtaining your National Boards Certification (not retakes), verification of enrollment or registration will be accepted by the District.</p>
--

EMPLOYEE INFORMATION

Full Legal Name: _____

School/Location: _____ Assignment: _____

This reimbursement is for: *Check one* Books Membership Subscription Tuition

Receipt: Payment AMOUNT: _____ Payment DATE: _____

Title of PROFESSIONAL Books/Membership/Subscription/Tuition:

Description of PROFESSIONAL Course(s) Books/Membership/Subscription/Tuition:

How does this directly relate to improvement of your skills in your assignment?

I hereby state that the information I am submitting on this form is accurate and true.

Employee Signature: _____ Date: _____

Return Application to: Human Resources Department