

USD 426 Pike Valley Board Policy

Pike Valley Tuition Reimbursement Policy and Procedures

USD 426 Pike Valley Public School Board of Education will grant 50% tuition reimbursement to employees, subject to available funds, for tuition charges from an accredited institution recognized by the Kansas State Department of Education offering undergraduate or graduate courses. Teachers may receive reimbursement for up to 20 credits total during their tenure at USD 426 Pike Valley. The amount to be reimbursed is determined each funding period by the available funds and based upon Pike Valley board policy. The funds will be allocated by the board of education by August 15th of each school year.

To receive reimbursement consideration, employees must:

1. Be employed by the district for a minimum of 3 years.
2. Be in active employment at the time of requested reimbursement.
3. File a Request Form for Course Approval for Tuition Reimbursement by September 1, January 1, and May 1, of each year. **(Forms may be obtained from the Pike Valley Public Schools website at: <http://www.pikevalley.com>)**
4. Receive a grade of a B or better.

*** Priority for reimbursement goes towards district needs for coursework to support district initiatives first.**

Upon Approval of Tuition Reimbursement- Forward a grade report along with an itemized tuition receipt to the District Office within **three weeks** of receiving your final grade.

Tuition payments by the Board shall be taxed as required by federal and state laws. All tuition payments are made on the regular paycheck.

Tuition reimbursement cannot be made on summer school paychecks.

Failure to meet submission deadlines will result in denial of Tuition Reimbursement.

Teachers receiving tuition reimbursement shall be required to remain an employee of the Board for three (3) school years following receipt of tuition reimbursement. Those who voluntarily terminate employment shall return 75% of all tuition monies paid by the board for the previous three years.

Course Approval Form for Tuition Reimbursement

Teacher's Name: _____ Date: _____

Name of Course: _____ # of Credits: _____

Semester of Course: _____

Justification for Course: _____

Name of Institution: _____

Request Form for Course Approval for Tuition Reimbursement must be submitted to the USD 426 Pike Valley District Office by September 1, January 1, and May 1, of each year.

Approved for Tuition Reimbursement _____
(Signature of Board of Education, President)

Date: _____

(Signature of Board of Education, Vice-President)

(Teachers will receive Tuition Reimbursement Approval through a district email from the Superintendent of Schools. Please keep a copy of the email for your records.)