

Hillsboro City Schools
Procedures for Tuition Reimbursement

- Teachers who wish to participate in tuition reimbursement must adhere to the dates listed, fill out and return this form to the Central Office Administrator.
- All hours considered for reimbursement must be for work beyond the B.A. Level
- The maximum number of hours, for reimbursement: **up to 7 semester hours and no more than \$3000 for tuition.**

Name: _____

Date: _____

Course number and Title (one course per application page)

Name and address of Institution:

Number of semester credit hours: _____

Cost per semester hour: _____

Date(s) of course: _____

**** In order to receive reimbursement, you must:**

- Fill out this sheet and send to the Central Office Administrator, **Prior to completing the course,**
- Attach the proof of payment to this sheet for the course you are taking,
- A grade report or transcript for the course taken, **this will be sent to the Central Office Administrator after completing of the course.**
- Teach in Hillsboro City Schools the following school year.

Notes:

The guidelines for tuition reimbursement are in the negotiated agreement, Article XII. You will receive an email confirming your request, when the above form is received by the Central Office Administrator. The Course must be satisfactory completed between July 1-June30 (summer, fall, spring). All requirements for reimbursement must be received by the Central Office Administrator by September 1. Payment for satisfactory completed forms will be paid on or before the October 15th pay period.

***If any questions, please contact the Personnel Director.*