

Procedure for Tuition Reimbursement

Employees taking classes may apply for tuition reimbursement. The following procedure will apply for current and future submittals.

1. Submit the **REQUEST FOR REIMBURSEMENT FORM** with rejection letter from WVDE to the Assistant Superintendent.
2. Once class has been successfully completed, submit **REIMBURSEMENT CLAIM Form**, cancelled check or receipt, and grade report from college or university, to the Assistant Superintendent.
3. Payment will be sent within thirty days after submittals have been received.

The Assistant Superintendent or his designee shall administer a program of tuition assistance for employees within the limits of funds allocated for that purpose.

The Assistant Superintendent will administer the payment of funds to personnel for tuition assistance. Reimbursement claim forms are to be submitted with all supporting documentation no later than 30 days after the course for courses taken during the current fiscal year. Failure to comply with timeline will result in reimbursement forfeiture. Reimbursement amount will be based on availability of funds and will not exceed the cost of the class.

Full-time certificated employees may receive some reimbursement for two (2) courses per fiscal year unless that employee is directed in writing to take a certain course by the Assistant Superintendent. In that case, the employee will receive reimbursement for full tuition.

Preston County Schools will provide financial assistance for the following professional development program activities as long as categorical funds are available in the budget:

- College Credit Classes for teacher recertification and/or to meet Highly Qualified requirements
- Support staff increasing skills pertinent to their job responsibilities. Must have prior approval from direct supervisor
- Courses directly related to area of responsibility
- Courses approved by immediate supervisor

Reimbursement will be on a first come first serve basis.

1. Content area courses for elementary teachers
2. Special education course
3. Any educational technology course
4. Any course recommended by teacher's immediate supervisor
5. Courses for at-risk students
6. Others courses as approved by Assistant Superintendent

**Request For Reimbursement For
Continuing Education Courses**

(This form must be submitted to Assistant Superintendent prior to taking class)

Name of Applicant _____

School _____

Teaching Assignments 1. _____

2. _____

3. _____

Home Address _____

College /University _____

Course Number _____

Course Title _____

Reason for taking the course _____

Cost for Class (Tuition Only) \$ _____

Anticipated Class Completion Date _____

Signature of Applicant _____

Central Office

Request Approved _____ Request Denied _____ Amount \$ _____

Reason Denied _____

Signature _____ Date _____

Assistant Superintendent

**Reimbursement Claim Form For
Continuing Education Courses Completed**

Name of Applicant _____

School _____

Home Address _____

College /University _____

Course Number _____

Course Title _____

Final Grade _____ (Attach a copy of final grade sheet)

Tuition Paid Excluding Text Material \$ _____
(Attach a copy of receipt or canceled check)

Class Completion Date _____

Signature of Applicant _____

(Reimbursement will be made within 30 days after all documentation is received.)

A reminder to attach the following documentation when submitting for reimbursement:

1. A copy of receipt or canceled check.
2. A copy of the educational institution's, unofficial transcript or written documentation from the institution stating the student's grade.