

TUITION REIMBURSEMENT REQUEST FORM FOR DUAL CREDIT

Employee Name _____ Position _____

School _____ Employee ID _____

Please complete this form to apply for reimbursement of tuition costs. Funds are limited and will be reviewed, and dated, as requests are received by the Human Resources Department. The due date for requesting tuition is September 1st for Fall Tuition and February 1st for Spring Tuition per contract language on page 53. **Once all criteria are met, tuition reimbursements will be approved in date order of receipt in the Human Resources Department until all funds are exhausted annually.**

Criteria for reimbursement:

- Earn an A or B in the course
- Turn in a completed transcript
- Reimbursement after completion
- A limit up to \$5,250 IRS non-taxable benefit per year

I am requesting reimbursement for tuition costs toward my Dual Credit Classes.

I am enrolled at _____ University/College.

I am working toward a degree in _____ to further my education and improve my teaching skills and teach dual credits.

Tuition per credit hour is \$ _____. I am taking _____ credit hours. For a total tuition cost of \$_____.

- The district shall reimburse 100% of the associated tuition cost for courses specifically required to obtain a content area related Master's Degree as required to actively teach dual credit courses (up to \$5,250 IRS non-taxable benefit per year). The associated tuition reimbursement shall be treated as a non-taxable benefit if allowed by the District's Educational Assistance Plan and if allowed by the Internal Revenue Service Code.
- Instructors who perform dual teaching credit classes at one of the District's high schools, shall be provided an academic Schedule B payment in the amount of five hundred (\$500) per credit hour of classroom instruction provided.

Employee Signature

Human Resources Director

Association President

Superintendent or Designee
(Final Approver)

Office use only:

Request Form Received: _____ Transcripts Received: _____ Revised 04/2023