

DATE RECEIVED _____

TIME _____

APPLICATION FOR TUITION REIMBURSEMENT

FRANKLIN LOCAL SCHOOLS
(Submit to Dustan Henderson)

Name _____

Course Number & Title _____

Number of Credit Hours _____

Requested Amount of Reimbursement _____

(Actual amount of tuition up to \$1,750 per reimbursement year)

University/College/Institute _____

Beginning Date _____

(Each June 1st begins new funding year. Get your reimbursement forms in early)

Ending Date _____

Statement of how the course will improve your teaching-related skills and/or how it will benefit the district.

Date

Signature

Approval: _____

LPDC Committee Chairperson

Approval: _____

Superintendent

Approval of Application for Tuition Reimbursement

- a. Activity Request must be submitted and approved by LPDC prior to the beginning of the course.
- b. Application for Tuition Reimbursement must be submitted and approved by LPDC and Superintendent prior to the beginning of course. It is the responsibility of the teacher submitting the request to verify Application for Tuition Reimbursement has been approved.
- c. Application for Tuition Reimbursement cannot be approved with no documentation of pre-approved coursework with LPDC.

To be reimbursed for the course you must present:

- a. Evidence the course was completed (grade or transcript).
- b. Documentation that fees were paid (receipt, cancelled check, statement, student loan report).
These must be turned in to the Treasurer within 45 days of completing the course.

Other requirements for reimbursement (See negotiated agreement):

Reimbursement will be paid to degreed teachers who earn additional college credits in their areas of certification or in an area leading to an advanced degree in education as approved by the Superintendent. Any person leaving the District will repay any tuition reimbursement they received within the previous twelve months.

All reimbursement will be on a first come, first serve basis (\$35,000 is available each year June 1 to May 31). Have your form approved before your class to make sure there is money available.