

Application for Tuition Reimbursement/Column Change

Coursework begun and completed between September 1, 2023 through August 31, 2024

Tuition Reimbursement

Name _____

Date _____

Building _____

College/Institution _____

Number of **quarter*** graduate hours _____ (9 maximum)

OR

Number of **semester*** graduate hours: _____ (6 maximum)

Total Spent: \$

Proof of Payment Required:

- 1) Receipt from University *or*
- 2) Cancelled Check *and*
- 3) Cost per Credit Hour –
(verified by University)

Rate paid will be determined by availability of Funds in the pool to cover total credits requested.
2023-2024 Maximum Annual Contribution Total: \$35,000

***Graduate class work or undergraduate work required by Greenon to Complete licensure** to be at an accredited institution. All coursework should be approved by LPDC, prior to enrolling in the class. Any coursework that was not pre-approved by the LPDC may not be considered for reimbursement.

To be eligible for reimbursement, an application and transcript(s), or grade card(s), or copy of grade card(s) begun and successfully completed between September 1, 2023, and August 31, 2024, must be received by Building Principal at the beginning of the 2023-2024 school year but ***no later than September 30, 2024***. In order to be eligible for the reimbursement outlined in the provision, teachers must still be an employee of Greenon Local School District in the year following completion of the above coursework. ***Payment will not be made unless an official transcript (or copy of) OR grade card (or copy of) AND proof of payment accompanies this application. (There must be verification of tuition/cost per hour.)***

Each teacher who renews their license is eligible for reimbursement of expenditures incurred (ODE License fee, fingerprinting). Receipts are also required, along with a separate Reimbursement Form.

ColumnChange

_____ I am applying for a change in columns. I believe I will move from
Column_____ to Column_____ as a result of completing coursework at

(College/University)

NOTE: Original Transcripts are required for official change/personnel file.

Please see the following language from GFT Agreement (Article XIII. B. 3.)

Teachers who earn additional college credits to qualify for a higher salary class shall file an official transcript with the Treasurer of the Board by September 30th for advancement during the first semester or by February 15th for advancement during the second semester. The Treasurer shall then pay such teachers in accordance with the new salary schedule placement as of the pay period in which September 30th or February 15th falls. Credits earned for advancement on the salary schedule shall conform to the following:

- a. Academic work is satisfactorily completed at an accredited college or university.
- b. Academic work provides sufficient credit to qualify the teacher for placement on the next column on the salary schedule.
- c. Academic work completed is relevant to the field of education.

Name: _____ Date: _____

Signature: _____