



NORTON CITY SCHOOLS
Certified Staff Tuition Reimbursement Request Form

Date of Request: _____

Staff Member Name: _____

Date Hired: _____ (Must have one full year of Norton experience)

Area(s) of Certification: _____

Name of Coursework & Institution: _____

Please explain the Coursework relevant to areas of your certification currently held; classroom instruction; your current assignment or supplemental contract; or coursework toward new certification:

11.13 TUITION REIMBURSEMENT

The Board shall reimburse unit members for one-half the tuition cost of college credit courses, to a maximum of Six Hundred Dollars (\$600.00) per teacher per year up to a maximum of Ten Thousand Dollars (\$10,000.00) per fiscal year to be paid on a first-come, first-serve basis. To be eligible for this benefit, an individual must have at least one full year of prior experience in the District. Coursework must pertain to areas of certification relevant to classroom instruction, the individual's current assignment or supplemental contract, an area of certification currently held, or coursework toward a new certification. To qualify for reimbursement, the individual must receive a grade of "C" or higher in graded courses, or a grade of "Pass" in pass/fail courses. Reimbursement shall be made following the presentation of applicable grade(s) and tuition bill.

The District will provide Continuing Education credit and college credit where feasible. Any staff member receiving college credit for staff development provided during their work day or paid for by the District cannot receive tuition reimbursement.

Staff Member Signature: _____

Superintendent's Approval: _____

----- **For Office Use Only** -----

Proof of Course Completion: (Transcript/grade card) _____

Proof of Certification (if applicable): _____

Course Total: _____

½ Due Employee: _____

Pay Date: _____