

NORTON CITY SCHOOL DISTRICT
Professional Staff Tuition Reimbursement Request Form
Section 11 – Article 11.14

Date of Request: _____

Name: _____ Date Hired: _____
(Applicant 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:

Reimbursement for 1/2 the tuition cost up to a maximum of \$600 (for classes taken after July 1, 2013), \$400 (for classes taken prior to July 1, 2013), per teacher per year. This reimbursement will be issued after proof that a grade of “C” or higher in graded courses or grade of “Pass” in pass/fail courses was achieved.

Reimbursement will occur the following semester providing employment is maintained.

Information must be attached to this form showing the cost of the class, proof of payment and satisfactory completion.

Staff Member Signature: _____

Superintendent's Approval: _____

For Office Use Only

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

Proof of Certification (if applicable): _____

Course Total: _____ 1/2 Due Employee: _____ Pay Date: _____

