

# Lansing USD 469

## Tuition Reimbursement Guidelines

You are eligible to be reimbursed for up to \$800.00 per school year at a rate of \$100.00 per credit hour.

Hours taken must be graduate level and meet the education goals of the district with prior approval by the building administrator and verified by the superintendent or his/her designee.

All hours taken must receive a final grade of "B" or better, or a pass if a pass/fail option is the only option.

Evidence of course completion must be submitted before reimbursement will be made.

Applicants will be considered on a first come/first serve basis regardless of building assignment.

Summer courses are paid on the upcoming school year. For instance, if you plan to take a course the summer of 2023, that amount will be reimbursed from the 2023-2024 budget.

## How to Apply for Tuition Reimbursement

Fill out the course information on the bottom of this page BEFORE taking the course.

**If this form is turned in after the course has been taken, payment will be paid on a first come first serve basis if funds are available at the end of the fiscal year.**

Have your Building Administrator sign and date the form acknowledging that the listed courses will be taken.

Sign your name and date the form.

Send the form to Amber Bollin (amber.bollin@USD469.net) at the district office once you decide to take a course.

Once the course or courses have been taken, order a transcript and have that sent to Amber Bollin.

Please keep in mind that this form **does NOT** serve as notification for salary schedule movement and that request is to be made when the salary schedule movement notification is sent to you via Skyward.

Course Term	Course ID and Name of Course	Description/Benefit of Course	# of Hours
Summer 20 ____ Fall 20 ____ Winter 20 ____ Spring 20			
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Building Administrator Approval \_\_\_\_\_ Date \_\_\_\_\_

Employee Sign and Print \_\_\_\_\_ Date \_\_\_\_\_