

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.

Applications for reimbursement may be submitted concurrent with enrollment in a class.

Summer courses are paid on the upcoming school year. For instance, if you plan to take a course the summer of 2019, that amount will be reimbursed from the 2019-2020 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 that listed courses will be taken.

Sign your name and date the form.

Send the form to Doniaell at 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 Doniaell.

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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Fall 20_____			
Winter 20_____			
Spring 20_____			
Course Term	Course ID and Name of Course	Description/Benefit of Course	# of Hours
Summer 20_____			
Fall 20_____			
Winter 20_____			
Spring 20_____			

Building Administrator Approval _____ Date _____

Employee Sign and Print _____ Date _____