

Appendix C

Tuition Reimbursement Procedures:

1. The reimbursement period for each year runs from August 1 of the current year through July 31 of the following year.
2. The \$20,000 appropriation shall be divided evenly by the number of teachers who have applied for tuition reimbursement by September 1.
3. By October 15, each teacher who applied for tuition reimbursement shall be notified of the guaranteed minimum amount of the reimbursement, not to exceed the cost of tuition.
4. On October 30 of the following year, the Treasurer will determine the amount of funds remaining in the previous year's appropriation. If funds remain, they shall be evenly distributed to those whose reimbursement has not exceeded the cost of tuition. Any funds remaining shall be returned to the General Fund.
5. Payment under this Tuition Reimbursement Program will only be made for actual tuition expenses. Tuition reimbursement will not include payment for books, materials, laboratory fees, meals, parking, application fees, graduation fees, or other miscellaneous expenses.
6. Teachers must submit the Tuition Reimbursement Form to the Superintendent by September 30 and satisfaction of all other requirements. Payment will be made by December 15 of the year following the completion of the reimbursement year.