



South Tama County Community School District  
Certified Staff

**Pre approval and Tuition Reimbursement**

1. Courses **must** have written approval for credit **prior** to enrollment. Please submit this form to Amber Robson at the District Office.

- Teachers may be reimbursed up to \$1,000.00 per year in tuition for graduate level courses above the B.A. degree level in the employee's assigned teaching field currently assigned.
- Teachers may be reimbursed an additional \$250.00 per year for graduate level courses in their specific content area.

In order to be reimbursed for the tuition, the teacher must provide formal evidence (an **official transcript**) of course completion with a passing grade of "C" or better. The superintendent in his/her sole discretion may approve the reimbursement of a course outside an employee's assigned teaching field that the superintendent believes may enhance the teacher's performance and/or value as an employee of the district. For reimbursement to occur, such courses should receive written approval for credit application prior to enrollment and completion of the course. If said employee is not contracted with STC CSD the year following reimbursement, the amount reimbursed must be paid back to the District or it will be deducted from last pay check with STC CSD. Verified credits earned and reimbursed under this clause may be applied to advancement on the salary schedule. (Certified Handbook)

\_\_\_\_ Please provide a **receipt** showing the cost of each course.

\_\_\_\_ **Official transcripts** should be ordered and mailed directly to the Superintendent, 1702 Harding Street, Tama, IA 52339 for reimbursement to be processed.

Teacher Name (please print): \_\_\_\_\_

Current Degree held: \_\_\_\_\_ Current Teaching Position: \_\_\_\_\_

**Requested Courses**

| Course # | Course Name Semester | Hours | Cost Per Credit | Course Start Date & Course End Date |
|----------|----------------------|-------|-----------------|-------------------------------------|
|          |                      |       |                 |                                     |
|          |                      |       |                 |                                     |
|          |                      |       |                 |                                     |

College(s)/University(ies) For Courses Above: \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Central Office Use Only**

1. Courses pre approved: \_\_\_\_\_ Date: \_\_\_\_\_

2. \$1,000 graduate level tuition reimbursement approved for the 2026-2027 school year:

\_\_\_\_\_ Date \_\_\_\_\_  
John M. Cain, Superintendent

3. \$250.00 additional reimbursement for graduate level courses in their specific content area.

\_\_\_\_\_ Date \_\_\_\_\_  
John M. Cain, Superintendent