

**JEFFERSON LOCAL SCHOOLS
EDUCATION REIMBURSEMENT**

The Board of Education will reimburse up to \$350.00.00 per semester hour provided the course work is within the employee's area of certification or in the field of education.

The maximum amount of hours to be reimbursed to the total bargaining unit, for each fiscal year, is 300 semester hours. Therefore, each employee is limited to six (6) courses per fiscal year. If funds are available, the Superintendent may authorize additional hours for an individual(s).

To be considered for educational expense reimbursement, this completed form, the course syllabus, and a completed requisition form must be received for approval at least 2 weeks prior to start of course:

SECTION I: REQUEST

Name _____

Teaching Position _____ Building _____

Course Name _____ Course # _____

College Attending _____ Cost Per Semester Hour \$ _____ # of Semester Credit Hours _____

Class Start Date _____ Class End Date _____ Total Tuition Reimb \$ _____

Reason for Taking Course _____

The Superintendent will review and approve, based on the guidelines outlined above. If approved, a purchase order will be issued and the form will be stamped "Approved". The approved form will be sent to you through your school e-mail. If not approved, the employee will be notified.

Employee Signature/Date

Principal Signature/Date

SECTION II: APPROVAL

APPROVED

*DISAPPROVED

*REASON _____

Superintendent Signature

Purchase Order #

SECTION III: COMPLETION OF COURSE

I have successfully completed the course work. I am including proof of payment for the course, and a grade report from the school.

Employee Signature

Amount to be Reimbursed

Date