

REYNOLDS SCHOOL DISTRICT
TUITION REIMBURSEMENT APPLICATION
July 1, 2016 — June 30, 2022

I. Name _____ School Year _____

II. Assignment _____ Building _____

Certificate(s) Held _____ Degree(s) _____

III. REA Article VIII - Education Incentive Plan - Tuition Reimbursement:

- ⇒ Employees hired after July 1, 2016 with a Bachelor’s Degree and Instructional II certification shall receive tuition reimbursement for obtaining either twenty-five (25) credit hours, or MEQ, or master's degree, whichever comes first.
- ⇒ Employees hired before July 1, 2016, shall receive tuition reimbursement for credits up to obtaining their MEQ or master’s degree or a total of 50 credits, whichever comes first.
- ⇒ Beginning July 1, 2016 and thereafter, the District will reimburse the employee for tuition costs up to a maximum of 50% of the cost per credit based on the cost of a credit at a university within the Pennsylvania State System of Higher Education (PASSHE) during the year the courses taken that the course is taken.
- ⇒ Tuition reimbursement, if applicable, will be made at the end of the month following the month in which the official transcript is received by the business office. The employee must provide a cancelled check, receipt or other proof of payment which indicates the institution, course name, and remittance amount.

IV. **Please complete:** Number of Credits for Tuition Reimbursement _____
College/University/IU _____
Web Site Address for Online Courses: _____

IV. Please list the course(s) you expect to take, the credit(s) assigned, and the projected course time period(s).

<u>FULL TITLE OF COURSE</u> (Please be Specific)	<u>CREDIT(S)</u>	<u>PROJECTED TIME PERIOD</u>

Application must be filed **prior** to the beginning of the courses listed above. See the contract between the Reynolds Education Association and the Reynolds School District. An **official** transcript or Intermediate Unit certificate is needed before any payment can be processed.

Date _____

 Signature of Applicant

Date _____

 Business Administrator

Date _____

 Signature of Superintendent

APPLICATION APPROVED

APPLICATION DISAPPROVED

The Reynolds School District does not discriminate on the basis of race, sex, color, handicap, creed, age, or national origin in administration of its educational or employment policies.

- DO NOT WRITE ON BACK OF FORM; Use New Form if Needed -