SPRINGBORO COMMUNITY CITY SCHOOL DISTRICT
TUITION REIMBURSEMENT PRE-APPROVAL FORM

By submitting this form, I certify that the Graduate Level Course meets the requirements of Article 18.06 (on the back of this form) – Tuition Reimbursement of the negotiated contract between the Springboro Education Association and the Springboro Community School District Board of Education, effective July 1, 2024 to June 30, 2027.

Name of Staff Member: _____ Date Submitted: _____

Building: _____ Job Title: _____

A separate form for each Graduate level course MUST BE SUBMITTED to the Human Resources Department PRIOR to enrollment.

Course Number and Title: _____

Description of Course: _____

_____

University or College: _____

Location: _____

Date Course Begins: _____ Date Course Ends: _____
(Month/Date/Year) (Month/Date/Year)

Semester Hours: _____ Quarter Hours: _____

Cost per Hour: _____ Total Cost: _____ (without fees)

*****Send to Human Resources at Central Office for Pre-Approval*****

CENTRAL OFFICE USE ONLY

Date Received: _____ Approved: _____ NOT Approved: _____
Reason for NOT approving:

_____

_____

Signature: _____ Date: _____
Director of Human Resources

Upon **completion** of the course, **return this form in its entirety**, to the Human Resources Department with the appropriate documentation as listed and **sign** below:

FOR TUITION REIMBURSEMENT:

_____ 1. Copy of class registration, this could be grade card or confirmation of class enrollment.

_____ 2. Copy of the cancelled check or payment receipt, credit card statement, letter from college showing payment for **tuition with breakout of per semester credit cost** (without fees).

_____ 3. Official transcript with the university final grade.

Signature: _____ Course Completion Date: _____
Staff Member

Submit documentation by October 1. Reimbursement to be made by the first pay period in November.

CENTRAL OFFICE USE ONLY

Reimbursement or stipend approved for $ _____ Date: _____

Signature: _____
Director of Human Resources

18.06 Tuition Reimbursement

Employees shall be eligible for tuition reimbursement under the following provisions:

(a) A fund of an annual appropriation of $55,000 per school year will be established to reimburse employees for tuition reimbursement. Funds will be distributed equally to employees based on total number of hours taken by all employees who have met the requirements of (b) below. The reimbursement shall be for tuition only and will not exceed actual tuition costs. The course work shall be completed prior to September 1 for the employee to receive reimbursement for the work done in the previous academic year (September – August). The employee must submit a transcript and receipt for tuition to the Human Resources Office by October 1. The employee will receive reimbursement by the first payroll of November if the employee is still under contract with the Board of Education at that time. A maximum of six (6) semester or nine (9) quarter hours per year will be eligible for reimbursement.

(b) All course work claimed for reimbursement shall:

1. Have been requested and approved in advance of enrollment in the class.

2. Be in a field of education, technology or in an academic area to renew, upgrade licenses, or teach dual credit college courses.

3. Be graduate level from an accredited college or university. Exception could be technology classes offered at the undergraduate level.

4. Have been completed with a letter grade of "B" or better unless otherwise provided in connection with the approval to be deemed to have satisfactorily completed the course.