

**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, 2021 to June 30, 2024.

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: \_\_\_\_\_  
Assistant Superintendent

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, including tuition only cost (not fees)**.
- \_\_\_\_\_ 2. Copy of the **cancelled check or payment receipt**, credit card statement, letter from college showing payment **for tuition (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: \_\_\_\_\_  
Assistant Superintendent

## 18.06 Tuition Reimbursement (page 82)

Employees shall be eligible for reimbursement effective with the 2021-22 school year for classes taken during the 2020-21 year and summers of 2020 and 2021. Effective the 2021-22 school year, the following provisions will apply:

- (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. Exceptions 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.