

**APPLICATION FOR TUITION REIMBURSEMENT AND/OR SALARY MOVE**

**IN ORDER TO PROCESS REIMBURSEMENT, THE FOLLOWING MUST BE ATTACHED:**

1. Official Transcript (Photo Copies are NOT accepted)
2. Detailed Receipt of Payment Showing Cost/Hours/Course Title/Course Code

**PLEASE RETURN TO THE DEPUTY SUPERINTENDENT'S OFFICE AS SOON AS POSSIBLE**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

**REIMBURSEMENT INFORMATION: (As per Article XXII H – Application for Payment of Reimbursement Shall be Submitted by September 30<sup>th</sup> and/or June 30<sup>th</sup>)**

COLLEGE / UNIVERSITY: \_\_\_\_\_

Hours: (semester/quarter) \_\_\_\_\_

COLLEGE / UNIVERSITY: \_\_\_\_\_

Hours: (semester/quarter) \_\_\_\_\_

**TO BE FILLED OUT BY EMPLOYEE:**

\_\_\_\_\_ Semester Hours @ \$375 (or pro-rated \_\_\_\_\_) = \_\_\_\_\_  
 (maximum 12 semester hours)

\_\_\_\_\_ Quarter Hours @ \$250 (or pro-rated \_\_\_\_\_) = \_\_\_\_\_  
 (maximum 12 quarter hours)

**TOTAL REIMBURSEMENT: \_\_\_\_\_**

G. Reimbursement will be in conjunction with the fiscal year, July 1 through June 30. Therefore, the course must end in the fiscal year in which the reimbursement is being requested.

Courses that begin in the last fiscal year of the contract and end in the following fiscal year will be governed by the negotiated agreement in effect with the course ending date.

H. Payment for tuition reimbursement will be available twice a year.

1. Application for payment of reimbursement shall be made by September 30<sup>th</sup> or June 30<sup>th</sup>. Any reimbursement for classes ending during the fiscal year will not be reimbursed if turned in after June 30<sup>th</sup>. If the total to be reimbursed exceeds the amount described in 22.01E for either dates such amount will be prorated among all qualifying applicants. If funds are depleted after the September 30<sup>th</sup> submission, there will be no funds available for June 30<sup>th</sup> application.

I. Interested applicants must submit a Tuition Reimbursement Form along with an Official Transcript from the college/university indicating the minimum grade earned in the course(s), and a paid receipt from the college or university showing the actual costs incurred.

**SALARY MOVE INFORMATION (IF APPLICABLE): (As per Article XX – Last Business Day in August)**

Years at Lorain County JVS: \_\_\_\_\_ Salary Column (i.e. BA + 20): \_\_\_\_\_

Present Salary Step: \_\_\_\_\_ Salary Column Move: \_\_\_\_\_

Bargaining unit members eligible for advancement on the salary schedule due to additional course work must request such movement from the Deputy Superintendent in writing on the appropriate form. Said request must be made by the last business day of August of the appropriate year. The request must be accompanied by Official Transcripts documenting the coursework.

Staff Signature \_\_\_\_\_ Date \_\_\_\_\_

**For Office Use Only**

Name: \_\_\_\_\_

Date Received: \_\_\_\_\_

\_\_\_\_\_ Semester Hours @ \$375 (or pro-rated \_\_\_\_\_) = \_\_\_\_\_  
(maximum 12 semester hours)

\_\_\_\_\_ Quarter Hours @ \$250 (or pro-rated \_\_\_\_\_) = \_\_\_\_\_  
(maximum 12 quarter hours)

**TOTAL REIMBURSEMENT:** \_\_\_\_\_

**APPROVED BY:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**NOTES:**

<b>Time Stamp</b>
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