

GREENVILLE CITY SCHOOLS

# Application for Administrative Tuition Reimbursement

Administrator: \_\_\_\_\_ Assignment: \_\_\_\_\_

Course Title & Number: \_\_\_\_\_

Name of Accredited College or University: \_\_\_\_\_

Date of First Class (Preapproval by Superintendent is Required): \_\_\_\_\_

Indicate how course relates to your area(s) of responsibility or your IPDP (attach additional pages if necessary):

\_\_\_\_\_

\_\_\_\_\_

If this application is approved, the applicant understands the following guidelines are in effect:

- Course work must be graduate level.
- After completion of the course, the applicant will provide an official transcript indicating course completion and final grade of A,B, pass, or equivalent.
- No reimbursement will be provided for audited course work.
- Reimbursement shall not exceed \$200 per semester hour to a maximum of \$750 in any twelve month period (contract year of August 1 to July 31).
- Reimburse for approved course work will be made only after course completion and submission of required transcript(s) and bill(s) indicated proof of payment.
- Reimbursement shall be treated as income and is subject to taxation.
- Administrator must remain in the district for 12 months after the completion of the class; any tuition reimbursement would have to be paid back to the BOE if the administrator leaves the district prior to the 12 months.
- Reimbursement will not be made for books, mileage, or other expenses associated with the class(es).

\_\_\_\_\_  
Signature of Administrator/Applicant

\_\_\_\_\_  
Date

*For Office Use Only*

\_\_\_\_\_  
Approved

\_\_\_\_\_  
Disapproved

\_\_\_\_\_  
Superintendent's Signature

\_\_\_\_\_  
Date

Reason(s) for disapproval:

\_\_\_\_\_

\_\_\_\_\_

Board of Education Approval Date: \_\_\_\_\_

Approved for Payment: \_\_\_\_\_

*Superintendent*

*Date*

Date of Reimbursement: \_\_\_\_\_ Check #: \_\_\_\_\_ P.O. #: \_\_\_\_\_

**Please complete form and turn in to the Superintendent's Office prior to 1<sup>st</sup> Class**