

ADAMS COUNTY OHIO VALLEY SCHOOL DISTRICT
APPLICATION FOR TUITION REIMBURSEMENT

I HEREBY MAKE APPLICATION FOR REIMBURSEMENT OF COURSE CREDIT. I UNDERSTAND THAT I WILL RECEIVE A PURCHASE ORDER FOR THIS REIMBURSEMENT AND UPON EVIDENCE OF SUCCESSFUL COMPLETION OF THE COURSE(S) LISTED IN THIS APPLICATION, WILL RECEIVE FROM THE TREASURER REIMBURSEMENT AT THE RATE STATED IN 8.6 TUITION REIMBURSEMENT OF THE OVEA CONTRACT.

NAME: _____ DATE: _____

TEACHING ASSIGNMENT: _____

PURPOSE FOR TAKING COURSE WORK: _____

HOW DOES THIS COURSE RELATE TO YOUR IPDP? _____

IF INDEPENDENT STUDIES, WHAT IS SPECIFIC NATURE OF STUDY? _____

HIGHEST DEGREE ATTAINED: (check one) BA _____ MA _____

IS COURSE BEING USED TO ATTAIN MA15 OR MA30? YES _____ NO _____

APPLICANT WILL RECEIVE COMPENSATION FROM ANOTHER SOURCE? YES _____ NO _____

LIST COURSE(S) TO BE TAKEN:

COURSE NUMBER/DESCRIPTION	CREDIT HOURS	TERM-YEAR	COLLEGE/UNIVERSITY	TUITION COST

ARE CREDIT HOURS SEMESTER OR QUARTER? (Check one) SEMESTER _____ QUARTER _____

ANTICIPATED DATE OF COMPLETION: (Date and Year) _____

SIGNATURE: _____ DATE: _____

-- For office use only --

APPLICATION APPROVED: _____ DATE: _____

--For office use only--

-- Authorization for payment --

Transcript and Proof of Payment Required

PAYMENT APPROVED: _____ DATE: _____

AMOUNT: _____

8.6 TUITION REIMBURSEMENT

8.6.1 The Board shall agree to commit an amount of at least fifty thousand dollars (\$50,000.00) annually to be utilized for college course tuition reimbursement.

8.6.2 A teacher shall be reimbursed for course work taken from August 1 to July 31 on a graduate or post-baccalaureate level in accordance with 8.6.6.

8.6.3 The course work must be with an accredited college or university and must be approved by the Superintendent prior to teacher attendance to be eligible for reimbursement.

8.6.4 The course work must be in one of the following:

A. Completing coursework which would allow a teacher to obtain an integrated license within the teacher's current licensure.

B. Completing coursework which would allow a teacher to obtain an endorsement on the teacher's current licensure.

C. Completing coursework which would allow a teacher to be eligible to teach dual enrollment or CCP coursework in the District school buildings.

D. Completing coursework which would allow a teacher to be eligible to teach AP courses in the District school buildings.

E. Other coursework, including but not limited to, coursework for an additional license, which would benefit the school system, as approved in advance at the Superintendent's discretion.

8.6.5 The teacher must present proof of earned credit of a grade C or better (pass in a pass/fail course) in order to receive reimbursement. Grades/transcripts must be submitted no later than August 31st in order to receive reimbursement on or about September 15th.

8.6.6 Reimbursement shall be paid annually on or about September 15th. The amount of fifty thousand dollars (\$50,000) shall be divided equally among those teachers eligible to receive reimbursement as follows:

a. If the amount of reimbursement being sought by the eligible teachers exceeds that allotted amount, the \$50,000 shall be divided by totaling the number of credit hours being submitted and dividing the \$50,000 by that total number, arriving at a per credit hour allotment for each eligible teacher. No teacher shall be reimbursed in an amount greater than that expended by the teacher.

b. If the amount of reimbursement being sought by the eligible teachers is less than the allotted amount, each teacher will be reimbursed up to the total cost of the credit hours taken. No teacher shall be reimbursed in an amount greater than that expended by the teacher.

8.6.7 In order to be eligible for tuition reimbursement, a teacher must be employed with the Ohio Valley Local School District Board of Education for at least three years prior to participation in the plan. Additionally, a teacher must also be employed on a regular basis by the Ohio Valley Local School District Board of Education both during the year the courses are taken and completed and during the time reimbursement is made and for the following two years. If the teacher does not return to his/her employment for the first school year following the receipt of the tuition reimbursement, the teacher will be required to repay an amount equal to $\frac{2}{3}$ of the amount reimbursed. If the teacher does not return to his/her employment for the second school year following the receipt of the tuition reimbursement, the teacher will be required to repay an amount equal to $\frac{1}{3}$ of the amount. Any sums due and owing pursuant to this provision may be deducted from any wages due to the teacher.

8.6.8 Applications shall be approved or disapproved and notification of approval or denial of Tuition Reimbursement shall be given within ten (10) days of the application. Applications must be submitted at least thirty (30) days prior to the start of the course.