

South Eastern School District
Request for Reimbursement of Tuition/Graduate Credit for Column Movement

Name _____ Date _____ School _____

Courses taken for **column movement and/or reimbursement** must carry full **graduate** college credit from a college or university or be approved in-service credit. Reimbursement is for tuition only. Courses must be entered into the Act 48 system under Course Pre-Approval at least **10 working days prior** to start of the course and be applicable for certification, professional responsibilities or otherwise approved by Superintendent. The Act 48 system will generate approvals of Principal and of Superintendent or designee. Employee will receive email notification through the Act 48 system. Course must be started within six months of Superintendent/designee approval date. See Article XII of the CBA for information. (See Act 48 Login and Course Pre-Approval Instructions)

Course Title _____ Course Number _____

I am submitting the following documents for tuition reimbursement or graduate credit for the _____ school year for ____ credits.

- ☐ **Act 48 Course Request Detail and Approval Details (under pending sessions in Act 48)**
- ☐ **Grade Report**
- ☐ **Receipt of Tuition Payment**

_____ Please check if this is being submitted for graduate credit only and not for tuition reimbursement.

Current column: Instructional I ____ Instructional II ____ Masters ____ M + 15 ____ M + 30 ____ M + 45 ____ M + 60 ____

I understand the contract language for tuition reimbursement under Article XII that approved courses shall be reimbursed at 100% of the Millersville University graduate credit rate as of September 1 of each year. The course completion date will determine the year to which a course is credited up to:

1. 12 credits per year for each full-time teacher who has not yet obtained a Master's degree,
2. 9 credits per year for each full-time teacher who has earned at least a Master's degree or its equivalent, and
3. 6 credits per year for each full-time teacher who has a Master's degree or its equivalent +30 credits or beyond.

Employees are required to teach four (4) full semesters following the completion of courses for which reimbursement has been paid. In the event an employee voluntarily terminates employment before teaching the required four (4) full semesters, the employee shall be required to repay the tuition reimbursement payment made to the employee, subject to a twenty-five percent (25%) reduction of the repayment amount for each full semester taught by the employee following the completion of the course. For courses ending during a semester, no reduction would apply until a subsequent full semester has been taught. Repayment shall be made by withholding the amount owed from an employee's pay and any outstanding balance owed by the employee shall be paid in full within thirty (30) calendar days. If an employee fails to pay such outstanding balance by the deadline, the School District may pursue legal action to recover the outstanding amount owed.

Reimbursement will be made no more than thirty (30) days after presentation to the Business Office of this form, an **invoice, statement, or cancelled check (indicating per credit cost)** for the tuition already paid, an official transcript or report card showing successful completion of the course or courses and credits earned. The above regulations automatically rule out reimbursement for credits which are "tuition free" because of grants, fellowship, or scholarships received by personnel.

By signing this document, the employee seeks approval of tuition reimbursement for the following course, and agrees to fulfill the contractually-mandated teaching requirement after the completion of the reimbursed course. The employee hereby authorizes the South Eastern School District to withhold monies from the employee's paycheck or from other payments owed to the employee to pay back the full amount of the tuition reimbursement received for this course, if the employee fails to fulfill the teaching requirement as specified in the collective bargaining agreement.

Employee Signature _____ Date _____

To be completed by District Office:

Reimbursement

Date Received by District HR Office _____ Total to be Reimbursed _____

Fiscal Year (determined by course completion date) _____ Previous Credits Reimbursed FYTD _____

Course reimbursement: Verified by: _____ Approved by: _____

Business Office: Date Form Received _____ Date Paid _____ Approval/Date _____