

**Tiffin City Schools
Pre-approval of College Coursework
and
Tuition Reimbursement Request**

All coursework to be considered for Tuition Reimbursement must be pre-approved by the Director of Instruction/Personnel (Superintendent's designee) prior to OFFICIAL enrollment in the course. Specific requirements and conditions for the course to qualify for reimbursement may be found in Section Q, page 45, within the Collective Bargaining Agreement between the Tiffin Education Association and the Tiffin City Board of Education. These requirements and conditions are listed below. **Check appropriate section(s) applicable to the requested course.**

- | | |
|-----------------------|--|
| <input type="radio"/> | Course in staff member's undergraduate major |
| <input type="radio"/> | Course in staff member's undergraduate minor |
| <input type="radio"/> | Course in staff member's teaching field (area of certification/licensure) or the member's teaching assignment or that aligns with the District's Continuous Improvement Plan or that aligns with the member's building Continuous Improvement Plan |
| <input type="radio"/> | Course in the staff member's post graduate program that leads to ODE-approved educator/licensure (including school administrator) |

Step 1: PRE-APPROVAL OF TUITION REIMBURSEMENT COURSE

Employee's Name		Date
Building		College/University
Course Number and Name		Beginning Date of Course
Semester Hours	Quarter Hours	Ending Date of Course
Course Cost per Hour		Total Cost of Course
<input type="radio"/> Approved/Date <input type="radio"/> Denied/Date		Course is completed in Fiscal Year
Reason for Denial		
Director's Signature		Date

Step 2: TUITION REIMBURSEMENT CHECKLIST

Please note that your reimbursement is directly dependent upon the total number of hours successfully completed by District professional staff with a maximum total reimbursement per person not to exceed \$260 per semester hour or \$170 per quarter hour. Reimbursement for courses with a starting date between **July 1 and June 30** of any fiscal year will be paid by the end of the following September if the employee has returned to service in the District.

To receive Tuition Reimbursement, each of the following items/requirements must be submitted to and approved by the Director of Instruction/Personnel by September 15.

- Course approval (top half of this sheet) signed by Director of Instruction/Personnel prior to course enrollment
- Registration fee receipt: proof that staff member paid for the course, i.e., copy of check, credit card bill or slip, business office paid receipt. The proof **MUST** show the course and the amount paid for that course, plus a zero balance.
- Evidence of successful course completion: i.e., copy of grade report, copy of transcript. If you want your hours to count toward salary index changes, you will need to provide two transcripts – one for tuition reimbursement and one to the Treasurer's office for salary changes.
- One-page summary of the course that explains how this course will impact the staff member's job performance

If you have any questions, please call Scott Urban, Director of Instruction/Personnel at the Central Office, 419-447-2515.