

**The Youngstown City School District
Youngstown, Ohio**

**Teacher Tuition Reimbursement
Request for Payment**

Name _____ Building _____

Home Phone _____ E-mail _____

Master's Degree Program _____ Term _____

(Ex. Administration/Curriculum/Reading)

Course Name _____ Course Code _____

*Credits _____ Semester/Quarter Hours _____ Grade Earned _____

*Attach a copy of the transcript

**Tuition Cost \$ _____

** Attach a copy of Proof of Payment

Signature of Superintendent _____

Date: _____

Treasurer's Office:

Date of Payment _____ Check Amount \$ _____

The Youngstown City School District, Youngstown, Ohio

Teacher Tuition Reimbursement

8.15 YEA Contract:

Tuition Reimbursement for Graduate Credit

- A. Subject to the following limitations, the Board shall reimburse an employee the cost of tuition for graduate credit courses taken in his/her area of certification/licensure, or outside of his/her area of certification/licensure if pre-approved by the Superintendent:
1. The district shall annually establish an account of fifty-thousand (\$50,000) dollars for purposes of tuition reimbursement under this Section. The district shall not be liable under this Section of the Agreement beyond this maximum amount per school year.
 2. The teacher must be enrolled in a bona fide master's degree program at accredited university and working on his/her initial master's degree to be eligible for tuition reimbursement.
 3. The maximum annual tuition reimbursement that a teacher can receive is five-hundred (\$500) dollars per school year.
 4. In the event the requests for tuition reimbursement from teachers who successfully completed a course(s) under this Section in a school year exceeds the district maximum of fifty-thousand (\$50,000) dollars, the Treasurer shall compute a pro-rata distribution of the funds for that school year.
- B. All qualifying course work under this Section must be completed between July 1 and June 30 to receive tuition reimbursement for that school year (course work begun prior to July 1, 2003 does not qualify for reimbursement under this Section.) Teachers must submit a transcript of completion of the course with a grade of B or better and proof of payment (receipt and invoice) to the Human Resources Office on or before August 1.
- C. Reimbursements shall be paid to the teacher no later than September 15 for course work completed during the previous school year.