

**NORTHERN TIOGA SCHOOL DISTRICT  
Tuition Reimbursement Application**

Name \_\_\_\_\_

Date \_\_\_\_\_

Teaching Assignment \_\_\_\_\_

Assigned Building \_\_\_\_\_

**Section I Approval Request for Credit Reimbursement** (A separate application must be completed for each course taken.)

1. Highest Degree \_\_\_\_\_ Credits Beyond \_\_\_\_\_

2. Course Number \_\_\_\_\_ Title \_\_\_\_\_ # of Credits \_\_\_\_\_

Cost Per Credit \_\_\_\_\_ (DO NOT include any fees)

Date Classes Begin \_\_\_\_ / \_\_\_\_ / \_\_\_\_ End \_\_\_\_ / \_\_\_\_ / \_\_\_\_

College or University \_\_\_\_\_ Type of Credit: ( ) Graduate ( ) Undergraduate

**Are you scheduled to be on leave at any time between the beginning and ending dates of the course? ( ) Yes ( ) No**  
**If yes, please list the type of leave and the dates of the leave:** \_\_\_\_\_

**Payment for tuition costs shall not apply to any credits earned by an employee while on sabbatical leave or other leave of absence that exceeds a total of five (5) consecutive work days during the scheduled course.**

3. Are these courses taken for the purpose of affective growth or personal betterment? ( ) Yes ( ) No

4. **Are you receiving tuition or other assistance from the GI Bill, N.S.F., the University, or any other government or educational agency for these courses? ( ) Yes ( ) No** Amount per credit \$ \_\_\_\_\_

5. How will this course benefit your ability to conduct the major requirements of your position?

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Not Approved/Approved by \_\_\_\_\_ Superintendent Date \_\_\_\_\_

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**Guidelines**

1. When a professional employee applies for course approval, two copies of this form must be submitted to the Superintendent's Office at least two weeks prior to the meeting of the first class. The Superintendent will rule on the request within 2 weeks and return one copy to the employee. Return this copy to the Superintendent's Office upon completion of the course with Section 2 completed.

2. Notify the Superintendent's Office:
  - a. If you decide not to take an already approved course.
  - b. If the course is cancelled.
3. Reimbursement/salary credit will be processed according to the contract only after the Superintendent's office receives a copy of a transcript or grade report.
4. To receive reimbursement, an employee must be employed by the school District at the time reimbursement is to be received.

## Section II

1. Identify the appropriate expenses below:
  - a. Cost Per Credit \$ \_\_\_\_\_ (DO NOT include any fees)
  - b. Number of Credits \$ \_\_\_\_\_
  - c. Scholarships/Assistance Received \$ \_\_\_\_\_ (deduct for total)
  - d. Total Cost to Employee \$ \_\_\_\_\_
2. Please attach a copy of the **itemized bill** you received from the college/institution.
3. Please attach a copy of the grade, grade-point, performance evaluation, attendance testimony or other verification of completed study provided by the college/institution.
4. Please provide a copy of the literature published by the college/institution which describes the education/training received, as described in this application (e.g., syllabus/course description).
5. \*Please attach a copy of the literature published by the college/institution which describes its accreditation, philosophy or educational goals (a general brochure published by the institution will suffice this requirement).
6. Describe specifically how the education/training applied for pertains to your major job requirements:

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7. Are you eligible to receive reimbursement or scholarship in any amount through another plan or benefit for the educational expenses incurred, as described in this application? ( ) Yes ( ) No  
 If yes, please describe the amount reimbursable to you and the plan/benefit's tax treatment of the reimbursement made to you (i.e., taxed as income or provided tax-free):

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Signature of Applicant _____	Date _____
Signature of Superintendent _____	Date _____
Signature of Business Manager _____	Date _____
Amount to be Reimbursed \$ _____	Date _____

\*Not necessary for the following institutions: Mansfield University, Elmira College, Penn State University, Bucknell University, Clarion University, Ithaca College, Alfred University, Lock Haven University, and California University