

Sarcoxie R-II School District
TUITION REIMBURSEMENT PROCEDURES

Tuition Reimbursement Applications

- Application forms can be found on the district website.
- The University's plan of study for the graduate degree will need to be submitted along with the application form.
- The completed application form with the building principal's signature must be approved by the Superintendent prior to the start of the course.
- Once the application has been approved or denied, the teacher will receive a copy of the approved/unapproved application.
- If plans change to enroll in classes, the Building Principal needs to be notified so the application can be voided.
- Reimbursement will be made at the rate of \$100 per semester hours up to 6 hours per semester as funding is available.
- Once the application has been approved, applicants will sign a Tuition Reimbursement Agreement stating that the teacher will reimburse the District for the total amount of funding paid by the District for the required coursework if he/she leaves the District within 3 years upon completion of the coursework.

Tuition Reimbursement Forms

- Upon completion of approved coursework, all required items must be delivered to the Superintendent's Office.
- Reimbursements will be paid on the first pay date after all required items have been turned in.
- The following items are required:
 - Copy of approved Application Form
 - Official Transcript
 - Paid receipts from the Institution

