

Sarcoxie R-II School District
TUITION REIMBURSEMENT APPLICATION FORM

The Sarcoxie School District will reimburse teachers earning additional graduate credit at the rate of \$100 per semester hour as funding is available. Teachers will only be allowed to apply for reimbursement for up to 6 hours per semester. Reimbursements will be paid on the first pay date after official transcripts and receipts are delivered to the Superintendent's Office. If an official transcript needs to be printed, teachers must print it off in the Superintendent's Office.

In order to meet district goals and requirements, reimbursements will only be paid for completing graduate level courses within Reading, Math, Curriculum and Instruction or your content area to qualify for dual credit instruction at the Sarcoxie R-2 school district.

Teachers must attend MSU, Drury, MSSU, PSU, or an otherwise approved institution to receive funding.

This application form, along with the degree plan of study from the approved institution, must be turned in to your building principal to be approved by administration before the start of the course.

Please list only one class per application:

Applicant's Name: _____	Semester: Fall Spring Summer
Application Date: _____	Course Number: _____
Date Course Begins: _____	Course Name: _____
Date Course Ends: _____	Number of Hours: _____
College or University: _____	Tuition: _____

This class applies toward a Master's Degree in _____.

Please give a brief statement concerning the content of the class.

Principal Signature: _____

Date approved: _____

Date denied: _____

Superintendent signature: _____

**You must retain an approved copy of Application Form to be turned in with
required items upon completion of the course.**