

PRAIRIE CENTRAL COMMUNITY UNIT SCHOOL DISTRICT NO. 8
GRADUATE COURSE REIMBURSEMENT

9.13 Reimbursement for Education - The Board shall reimburse teachers for graduate level college coursework in an amount equivalent to that of tuition. The established rate shall be no greater than **\$175.00 per credit hour** for the 2009-2010, 2010-2011 and 2011-2012 school years. The maximum amount the district will pay per teacher during the teacher's employment at Prairie Central CUSD #8 shall not exceed **\$4,000.00 for the 2009-2010 school term and \$4,400.00 for 2010-2011 and 2011-2012 school terms.**

Approved reimbursement shall occur, after the fact, through the District's regular bill payment schedule. If all necessary verifications are received by the first (1st) day of the month, the payment for approved tuition expenses shall be received within sixty (60) calendar days after being submitted.

Teacher must submit proof of grade "B" or better (via grade card or transcript), proof of payment, and a copy of the graduate course request form along with the reimbursement request in order to receive reimbursement.

Name: _____

1. Course Title: _____
Course Number: _____ Semester Hours of Credit: _____
University Attended: _____
Description of Course: _____
 Grade Card/Transcript Proof of Payment

2. Course Title: _____
Course Number: _____ Semester Hours of Credit: _____
University Attended: _____
Description of Course: _____
 Grade Card/Transcript Proof of Payment

3. Course Title: _____
Course Number: _____ Semester Hours of Credit: _____
University Attended: _____
Description of Course: _____
 Grade Card/Transcript Proof of Payment

My signature verifies that I have fulfilled all requirements for reimbursement

Date

REVISED 9/2/09

Office Use Only: *Record on Grad Hours Sheet* *Record on next year Salary Spreadsheet*
Approval *Amount* _____ *Date* _____
Reimbursement account code _____