

## **Graduate Hours and Tuition Reimbursement Requests**

Teachers who earn credit in graduate credit courses or other courses as approved by the Superintendent may be advanced horizontally on the salary schedule and also may be reimbursed for tuition (\$75 per credit hour) provided certain requirements are met.

- Step 1 – obtain approval from the Superintendent for the graduate hours. *Approval for the graduate hours must be obtained in advance of enrollment in the course(s).* If you are seeking an additional degree, you will need to get a Master's Program Plan approved by the Superintendent. If you are not seeking another degree, but are seeking professional development only, you will need to have these hours approved as well to have credit applied to move horizontally on the salary schedule.
- Step 2 – obtain approval for tuition reimbursement. *This will be done after the course is complete.*

### **Step 1 – Obtain approval from the Superintendent for graduate hours**

#### **Master's Program Plan**

(when seeking an additional degree)

Complete the **Graduate Hours Request – Master's Program Plan** form and send to the Superintendent at the Unit Office for approval.

#### **Graduate Hours – Professional Development**

(when seeking professional development only, not an additional degree)

Complete the **Graduate Hours Request – Professional Development** form and send to the Superintendent at the Unit Office for approval.

### **Step 2 – Obtain approval from the Superintendent for tuition reimbursement**

The Board will reimburse up to \$75 per semester hour of approved graduate course work taken and completed. Courses must have the Superintendent's approval and teachers must earn a grade of "A", "B", or "Pass." The Board shall only pay for class work which is part of a Master's Program Plan or a Professional Development Request approved in advance by the Superintendent. The limit of the number of semester hours of approved course work shall be forty (40) semester hours of approved class work during employment in Heyworth CUSD#4. The Superintendent may waive the forty (40) semester hour limitation if the class work is necessary for the teacher to teach a dual credit class.

Complete the **Tuition Reimbursement Request** form and send to the Superintendent at the Unit Office for approval. The following will also need to be attached:

- Copy of grade card or transcript
- Receipt proving payment of class