

Tuition Reimbursement Form

The Board will reimburse up to \$60 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 up to 32 semester hours of approved class work during the employment of a teacher in the Heyworth CUSD#4 unless the teacher submits a Master's Program plan to the Superintendent for approval. In the event of an approved Master's program, the teacher's limit of the number of semester hours of approved course work shall be 40 semester hours of approved class work.

Instructions:

Complete the **Tuition Reimbursement 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
- Classes must be approved by Superintendent prior to taking class.