

**Bristol Bay Borough School District  
Tuition Reimbursement Request**

This form should be completed by the teacher prior to enrolling in a class that will be used for reimbursement to avoid any conflicts relating to the district's prior approval. A copy of the completed form will be returned to the employee after the superintendent has approved it. When the course is completed the teacher must bring a copy of their fee receipt and a copy of their final grade to the superintendent's office and the reimbursement will be processed within 10 days. All course reimbursement requests must be completed during the same fiscal year (by July 1, 2011)

Teacher: \_\_\_\_\_ Grade/Assignment: \_\_\_\_\_ Date of Request: \_\_\_\_\_

Course Title: _____	Instructor: _____
University: _____	Credits: _____ Type of credit:    semester    quarter
Course start date: _____	Course completion date: _____

Please provide a brief description of the class and how it will help you in your current assignment with our school district or another position you may want to pursue at Bristol Bay.

Teacher Signature: \_\_\_\_\_

Superintendent Signature: \_\_\_\_\_  Approved     Not Approved

Reason for not being approved:

\*\*\*\*\*

**FOR DISTRICT OFFICE USE ONLY:**

Course approved _____	Proof of fee paid _____	Grade report _____
Number of credits _____	Credit (circle one):    Undergraduate    Graduate	
Cost per credit: _____	Amount reimbursed: _____	Date: _____

## Tuition Reimbursement

1. The Board shall pay actual tuition costs up to \$250.00 per graduate semester hour credit and up to \$125.00 per undergraduate semester hour credit for approved class taken by all certificated employees, for a maximum of three semester hours per year. Application for payment will be made in writing within 40 school days after course completion to the Superintendent's Office.
2. Any of the following shall be considered evidence of successful course completion:
  - a. Official transcript
  - b. Official grade slip
  - c. A signed verification from an instructor or university official
3. Courses that are paid for by the District cannot be submitted for reimbursement.