



**North Central Education Service District
Tuition Reimbursement Pre-Approval Form**

Name of Employee: _____ **Date of Request:** _____

Assignment: _____

Guidelines and Process for Reimbursement

1. Contingent upon funding, the NCESD shall allocate the sum of \$5,000 each fiscal year for the purpose of reimbursing licensed members to attain graduate-level credit and \$1,000 for the purpose of reimbursing classified members to attain non-graduate credit.
2. The total annual reimbursement under this article to any one member shall not exceed the cost of three (3) credit hours at the current Undergraduate/Graduate Level rate for Portland State University.
 - A. 2021/22 Undergraduate Rate: \$193.00 per unit (\$538.50 Max) – Classified Staff
 - B. 2021/22 Graduate Rate: \$449.00 per unit (\$1,032.00 Max) – Licensed Staff
3. Employees must obtain approval from the Superintendent prior to registering for the class under consideration for reimbursement.
4. Reimbursements will be issued in the order in which complete applications are received.
5. Once the course is complete, the employee is to submit an official receipt and grade/transcript to the Superintendent for reimbursement. Note: All courses must be passed with a "C" or better.

Number of Credits Requested: _____ **Class Start Date:** _____ **Class Ending Date:** _____

Name of College/University: _____

Is this an on-line course? _____ Yes _____ No

What Year/Quarter/Semester is this class offered: _____

Will the completion of this course result in column advancement on the Pay Schedule? _____ Yes _____ No

Please provide a brief statement in how this class/coursework supports your work as an educator or support staff.

Signatures and Approval

Employee's Signature:

Date:

Superintendent's Signature:

Date:

Business Manager's Signature:

Date: