ATTACHMENT D: Application for Credit Hour Reimbursement

Ulysses USD 214
Application for Credit Hour Reimbursement

The USD 214 Board of Education has agreed to reimburse teachers actual tuition costs for up to 8 credit hours @ a maximum $250/credit hour earned to a maximum of $2000 per year, for hours taken September 1 - August 31 of the current year. This reimbursement is intended to offset the cost of tuition and fees only.

Only hours listed on the official transcript of a four-year college or university and in the teacher's field or a related field will be counted on Salary Schedule Placement. Courses outside the teacher's field(s) will be counted only with prior approval of the Superintendent.

College or University from which hours are granted_____
Semester credit was granted _____

NAME OR COURSE	NUMBER	GRAD/UNDERGRAD	HOURS
_____	_____	_____	_____
_____	_____	_____	_____

Amount of Reimbursement Requested: _____

REIMBURSEMENTS MUST BE FOR THE TEACHER'S OUT-OF-POCKET EXPENSE TO INCLUDE TUITION AND FEES. COSTS PAID BY ANOTHER ENTITY (MATH/SCIENCE FUNDS, SOUTHWEST PLAINS REGIONAL SERVICE CENTER, HPEC, KS STATE DEPT. OF ED., ETC.) SHALL NOT BE REIMBURSABLE. COURSES MUST BE COMPLETED AND REIMBURSED IN A SEPTEMBER TO SEPTEMBER PERIOD. NO CARRYOVER.

_____ _____
Signed by Teacher Date

A proof of payment (cancelled check or copy of credit card statement, evidence of loan applied directly to the college in the teacher's name, or receipt from the college showing that the teacher had paid for the classes) and a grade card or transcript are required for verification.

Approved for reimbursement _____ _____
USD 214 Date