

Spartanburg School District Three Tuition Reimbursement Application

| Name | School | Position | | | | | |
|---|-------------------------|----------------------------------|------------------|----------------------------|----|----|----|
| Address | | | Telephone Number | | | | |
| <p>The tuition reimbursement program is designed to provide financial assistance to personnel employed by Spartanburg School District Three in continuing their education by taking courses. Please place a check mark by the correct response listed below to indicate your reason(s) for taking the course(s).</p> <p> <input type="checkbox"/> to improve knowledge in content area (core academic teachers only) <input type="checkbox"/> to improve professional skills and performance (core academic teachers only) <input type="checkbox"/> to meet PACE requirements <input type="checkbox"/> to obtain an Advanced degree </p> | | | | | | | |
| College or University where course taken | Dept. and Course No. | FULL Title of Course/Activity | # of Credits | Semester (please check) | | | |
| | | | | F | SP | SI | II |
| 1. | | | | | | | |
| 2. | | | | | | | |

The information above is correct, and I further certify that I will not receive duplicate or comparable fees for this tuition from any other program, project, or institution.

Signature of applicant

Date

Guidelines to Qualify for Reimbursement:

1. Employee must be under contract with Spartanburg School District Three during the reimbursement period.
2. Employee must pass course with a minimum grade of "B".
3. Employee must submit the following for reimbursement to the **Assistant Superintendent for Personnel & Pupil Services:**
 - a. **Tuition Reimbursement Application Form.**
 - b. **Official transcript indicating minimum grade of "B" of better.**
 - c. **Original fee receipt showing the actual amount of tuition paid for the course.**
4. Employee will not be reimbursed for a course paid for by another program, project, or institute.

NOTE: The amount of reimbursement is limited to the tuition amount actually paid and will not exceed \$500 per employee, per course, with a maximum of two courses reimbursed during a school year (July 1 – June 30).

Reimbursement Processing is done twice a year – January and June.

DISTRICT OFFICE USE ONLY

| Date Received | Date of Approval | Amount | Submitted to A/P: | Processed on: |
|---------------|------------------|--------|-------------------|---------------|
| 1. | | | | |
| 2. | | | | |

Application Approved by: _____