

Spartanburg School District Three Tuition Reimbursement Application
Reimbursement Processing is done twice a year – January and June.

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**: **Do not submit until you have ALL the following:**
 - a. Tuition Reimbursement Application Form.
 - b. **Official** transcript indicating minimum grade of “B” or 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 (minimum 3 credit hour course), with a maximum of two courses reimbursed during a fiscal year (July 1 – June 30).

DISTRICT OFFICE USE ONLY

Date Received	Date of Approval	Amount	Date submitted to AP	Initials	Account #
1.					
2.					

Approved by Asst. Superintendent of Personnel & Pupil Service: _____

Approved by Asst. Superintendent of Instruction: _____