

APPENDIX D – TUITION REIMBURSEMENT PROGRAM

CUYAHOGA HEIGHTS SCHOOL DISTRICT

ADMINISTRATIVE/SUPERVISORY/EXEMPT CLASSIFIED EMPLOYEES

This form must be completed and approved before the course begins

Employee Name (print) _____ Date form completed _____

COURSEWORK TO BE TAKEN*

COURSE TITLE _____ HOURS _____ QTR/SEM

COURSE TITLE _____ HOURS _____ QTR/SEM

COURSE TITLE _____ HOURS _____ QTR/SEM

NAME OF COLLEGE/UNIVERSITY _____

DATE COURSEWORK WILL BE TAKEN _____

DATE COURSEWORK WILL BE COMPLETED _____

***please attach a description of each course from the college/university course catalog/website**

The Board will reimburse all administrative/supervisory and exempt classified employees at the rate of **\$225 per semester credit hour** up to a maximum of **12 hours per year** during their employment tenure. Reimbursement will be made within 30 days of presentation to the Treasurer of the official transcript, grade card, or internet printout of grade(s), and proof of payment.

Signature of Employee

Date

Signature of Superintendent

Date

This form will serve as the Purchase Order Requisition to generate a purchase order which will encumber the funds in the budgeted account, accordingly.