

**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 STARTED \_\_\_\_\_

DATE COURSEWORK WILL BE COMPLETED \_\_\_\_\_

**\*please attach a description of each course from the college/university course catalog/website that shows the start and end dates for the course**

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 contract year** during their employment tenure. The start date of the class will determine which contract year the hours are counted, and payment reimbursement is contingent upon them still being employed by the district when both the course is completed and the grade is received. 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.

(Updated 12/1/2021)

Administrative/Supervisory and Exempt Classified Employee Schedule of Benefits  
Adopted June 9, 2021