SEA – TEACHERS UNION – REIMBURSEMENT FOR TUITION EXPENSES

Contract language governing the reimbursement of tuition expenses can be found on page 35 of the Bargaining Unit Agreement dated July 1, 2016 through June 30, 2019.

How Do I apply for Tuition Reimbursement?

1. **Download the Tuition Reimbursement form from the Human Resources web page.**
2. **Complete the form and submit the form along with the required documentation to the Personnel Office for approval of coursework by the Assistant Superintendent. This must be completed prior to taking any coursework and in compliance with the deadlines stated below.**
3. **Once coursework is completed, proof of the B+ or better grade must be submitted to the Personnel Office. This may be an unofficial transcript.**
4. **All payments for tuition reimbursement will be made at the end of the school year that the course was taken.**

**DEADLINES:**

 **Fall Semester - approval form must be submitted prior to August 15**

 **Spring Semester – approval form must be submitted prior to January 1**

 **Summer Semester - approval form must be submitted prior to May 1st.**

6/2/14 revised 11/24/15