

**Norwayne Local School District  
Tuition Reimbursement Form**

Name \_\_\_\_\_ Building \_\_\_\_\_

Course Title	Amount Paid for Course	Grade Received	Hours
	\$		
	\$		
	\$		
	\$		

The rate of reimbursement shall be the actual rate per quarter hour or semester hour up to a maximum of two hundred dollars (\$200.00) per quarter hour, or three hundred dollars (\$300.00) per semester hour.

Did you receive any other type of financial reimbursement for this course?  Yes  No

If so, what was the amount of the reimbursement? \_\_\_\_\_

Did you receive any tuition or conference reimbursement last year from the district?  Yes  No

Conference Title	Amount Paid for Conference Registration	Date of Conference	Hours
	\$		

Tuition reimbursement funds for bargaining unit member-directed professional development can be used for workshops and/or conferences (including registration fees) that provide professional contact hours and/or CEUs.  
**Conference registration fee is only eligible for reimbursement (\$500 max) if the CEU credit was purchased.**

Total amount requested for reimbursement between courses and conferences \$ \_\_\_\_\_

How do these courses or conferences relate to your profession?

\_\_\_\_\_

\_\_\_\_\_

*Tuition reimbursements are made on supplemental pay dates: Dec 5, Mar 20, June 5.*

*Please note: No teacher shall have access to monies from these funds two consecutive years in a row unless monies remain and all other applicants have been paid.*

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**The following will be completed by the LPDC Committee**

\_\_\_\_\_ Tuition Reimbursement Form (Completed)

\_\_\_\_\_ Official transcripts, grade card on college letterhead showing a "B" grade or better ("P" or "S" for pass/fail courses)

\_\_\_\_\_ Proof of payment (must have your name listed on it, or canceled check or itemized receipt).

Date \_\_\_\_\_ and time \_\_\_\_\_ form received by LPDC

Amount approved \$ \_\_\_\_\_ to be paid on  Dec 5,  Mar 20,  June 5.

\_\_\_\_\_  
LPDC Chairperson