

## TEACHER REQUEST FOR TUITION REIMBURSEMENT

Name \_\_\_\_\_ Employee # \_\_\_\_\_

School(s) \_\_\_\_\_ Position(s) \_\_\_\_\_

Home Address \_\_\_\_\_

To be eligible for tuition reimbursement you must:

- have a regular contract
- have completed 1 year satisfactory service
- not be on Leave of Absence or a 110/110 contract

Courses must be:

- applicable or related to teaching area or district goals
- from an accredited institution
- satisfactorily completed
- submitted within 6 months of completion

Request must be accompanied by:

- Documentation of successful completion - grade slips and/or unofficial transcripts are acceptable, followed by official transcripts within 60 days
- Documentation of Tuition Payment – detailed account summary (available at the Registrar’s Office; it lists all charges and payments on your university account) or letter of verification of tuition charges and payments on official letterhead from the Registrar’s Office or Continuing Education Office.
  - Invoice from third party off campus instructor (if applicable) and corresponding payment documentation to third party.

List the courses you are requesting tuition reimbursement for below:

University	Course Title & Number	Date Completed	Credit Hours Sem.	Qtr.	Course Tuition

Please note:

- Submission deadlines are October 15th and April 15th.
- All approved requests are aggregated and processed after the deadline dates.
- Only tuition is eligible for reimbursement (no fees, books, etc).
- Reimbursement for institutions that are not Colorado State supported will be paid at the CU semester credit hour rate.
- A maximum of 3 credit hours in fall, 3 in spring, and 10 in summer is eligible for reimbursement.
- Eligible fall requests are paid at 60% with the remaining 40% processed with the spring requests prorated to budget limitations.
- There is a four-year \$2000 cap for each educator.

Submit request form, proof of payment, and proof of successful completion to Human Resources, 6500 E. Arapahoe, Boulder, CO 80303. The Tuition Reimbursement section of the most recent Teachers’ Agreement is attached for your information.

**Questions may be directed to Carolyn at [carolyn.schott@bvsd.org](mailto:carolyn.schott@bvsd.org) or 720.561.5140.**

2008-09 BOE & BVEA NEGOTIATED AGREEMENT

TUITION REIMBURSEMENT

E-44 During the term of this Agreement, an amount equivalent to four (4) times the employee base salary (e.g. in 2002-03 - \$116,856) per school year will be allocated annually for the use of tuition reimbursement. Any Unit B employee with a regular contract who has completed one year of satisfactory service and who has been notified of reemployment for the succeeding year and who is not on leave of absence may apply for reimbursement of tuition incurred in study for credit at an approved institution (North Central or equivalent) of higher learning provided such course(s) is directly applicable to his/her teaching subject area or related subject area and/or is directly related to the school district goals. Coursework that does not meet the above criteria will not be reimbursed. Such reimbursement will be granted for a maximum of three semester hours (or equivalent) per college term and ten semester hours (or equivalent) during the summer term unless approval for more is obtained in advance from the appropriate level executive director. Tuition reimbursement shall be made for study at any Colorado state supported institution of higher education. For study at any other institution of higher education, including third party off campus, tuition reimbursement shall not exceed the tuition rate for the corresponding term at the University of Colorado at Boulder.

E-44.1 In order to receive reimbursement, employees must submit the following documentation:

1. Proper documentation of successful course completion from the college or university, and
2. Proper documentation of payment of course(s) from the college or university, or third party off campus provider, and
3. Completion of appropriate form requesting tuition reimbursement, and
4. Invoice from the third party off campus instructor (if applicable).

All documentation must be received in the Human Resources Division prior to either October 15 or April 15 of each year, and within six (6) months after completion of the course(s). Requests for tuition reimbursement submitted after six (6) months from the completion date of the course(s) will not be considered.

Requests will be processed as of October 15 and April 15 of each year.

E-44.2 The following reimbursement procedures will apply:

1. Requests submitted prior to October 15.
  - a. Sixty (60) percent of the approved request will be paid between October 15 and January 15. The remaining forty (40) percent of the approved request will be dealt with together with requests submitted by the April 15 deadline.
2. Requests submitted after October 15 and prior to April 15.
  - a. All approved requests under this section will be aggregated after the April 15 deadline.
  - b. In the event the total of approved requests is within the dollar limitation, all approved requests will be paid in full.
  - c. In the event the total of approved requests exceeds the dollar limitation, payments will be prorated.
  - d. In the event proration results in amounts of less than \$5.00, the sum of such prorations will be carried forward and added to the subsequent calendar year allocation.

E-44.3 Any individual employee who has already received \$2000 under this policy is ineligible to receive more until approved requests of all other eligible employees have been made and in no case will an employee be granted more than \$2000 in any one four-year period.

E-44.4 Unit B employees on leave of absence shall not be eligible for tuition reimbursement.

E-44.5 Request for special consideration may be submitted by employees for whom unusual circumstances have been created by the adoption of this policy.