



# North Schuylkill School District

## REIMBURSEMENT REQUEST

TO: Office of the Superintendent

I have completed the following course/courses:

Number & Title of Course	Number of Credits	Name of College

COURSE(S) COMPLETED DURING MONTHS OF \_\_\_\_\_

AMOUNT OF TUITION PAID BY APPLICANT \$  
(Reimbursement is for TUITION ONLY) \_\_\_\_\_

AMOUNT OF REIMBURSEMENT \_\_\_\_\_

SIGNATURE \_\_\_\_\_

To receive reimbursement, this request, an official transcript or other grade report as accepted by the Superintendent and a “paid” invoice or receipt for the tuition paid should be in this office on or before the Friday before the scheduled Board Meeting and on/or before the last day of the school year.

**PAYMENTS WILL BE MADE MONTHLY – EXCEPT FOR COURSES COMPLETED DURING THE SUMMER MONTHS**

To receive reimbursement for the summer months, the teacher must be a professional employee of the District for the first twenty school days of the school year.

Reimbursement will be made up to the Summer 2010 Pennsylvania State University (Main Campus) graduate credit tuition rate (\$644/credit). Reimbursement for the 2011-2012 School Year and beyond: Twelve (12) Credits per year up to BS + 24 or Six (6) Credits per year beyond BS + 24, which are satisfactorily completed beyond the Baccalaureate Degree which is earned by the professional employee while in the employ of the North Schuylkill School District. Please see the current NSEA Contract Agreement for additional Reimbursement Information.

\*For the purpose of determining the limit of credits per school year, July 1 is used as the starting date and June 30 is used as the ending date for a school year.