

### **Tuition Reimbursement for Probationary & Licensed Faculty**

The Board, through its agreement with South Benton Education Association, has agreed to reimburse teachers for up to a set number of graduate credits per year and up to a certain rate per graduate credit. In order for a faculty member to qualify for this reimbursement during any given year or through the period of the contract, they need to do the following:

1. Prior to January 10th of any year, one needs to turn in to the district office DLC-Form-1 concerning expected reimbursements for the following school year.
2. At least three weeks prior to beginning a course(s), one needs to turn in to the district office DLC-Form-2.
3. When one receives a report card, transcript or other proof that graduate credits were satisfactorily completed, one needs to turn in to the district office a purchase order with the report card, transcript, or proof of completion attached.
4. Graduate credit for which reimbursement is requested must be in classes or appropriate professional workshops which will improve the teacher's knowledge or methods in his/her subject area.
5. Payment will not be made for work taken in the spring or summer sessions when the teacher leaves the District before the start of the next school year. Therefore, those who pursue graduate work in the spring or second semester (or in the summer) will be reimbursed the following September, providing they return to the District in September.
6. Any variation in the above procedure must be presented to the Board for its consideration at its next regular Board meeting (e.g., community college, undergraduate college credits in lieu of graduate college credits).