



SUGAR-SALEM SCHOOL DISTRICT NO. 322

105 WEST CENTER • P. O. BOX 150 • SUGAR CITY, ID 83448 • PHONE (208) 356-8802 • FAX (208) 356-7237

Tuition Reimbursement Form

- As per the Professional Agreement, the district agrees to pay one half (1/2) of the tuition costs for up to six (6) approved credits per teacher taken during each fiscal year (July 1 to June 30). The district will hold all requests until June 30 and pay an equal amount per credit earned up to a budgeted total of \$8,000 [meaning the maximum amount that can be paid out to all qualified staff for that fiscal year].
- All classes that are to be reimbursed for one half (1/2) tuition will be limited to certificated or endorsed areas, current assignment, or request of administration.
- To receive reimbursement, a grade report or transcript showing passage of the course and proof-of-payment must be submitted to the district office with this form no later than June 30 of the given school year. Reimbursement will be sent out during the month of July.

Pay to:		Date:
Mailbox Address:		Account #: 248-512390-100-000
City, State, Zip		Attachments: [] Proof of completion [] Proof of payment

Course Information:

Course Name:	Course date ends:	Credits earned:	Total Costs:	½ Tuition Costs:

Signatures/Date:

Employee: (for accuracy)	Principal/Supervisor: (for approval)