



Stafford Municipal School District

Tuition Reimbursement Form

(Please Print)

Stafford MSD will provide tuition reimbursement for successful completion of college credit hours earned. A reimbursement of \$100.00 per semester hour of college credit shall be granted to all eligible employees according to the provisions below:

- All full time (not less than 30 hours per week) Stafford MSD employees working for the district for one full school year are eligible.
- The college hours must be earned after September 1, 2020
- Only college semester hours directly related to the employee's assignment, teacher certification, and/or employment areas of high need shall be applicable for tuition reimbursement.
- A maximum of twelve (12) credits (not to exceed \$1,200.00) will be reimbursed per fiscal year (September 1 through August 31). The 12 credits may be taken together in one semester or a combination of semesters in the fiscal year.
- Fall semester reimbursement documentation due date January 4, 2021.
- Spring semester reimbursement documentation due date June 21, 2021.
- Summer session reimbursement documentation due date August 23, 2021.
- Courses must be from a regionally accredited college or university.
- Reimbursement will not be made for the cost of books, materials, and/or fees.
- Levels of consideration for tuition reimbursement: Bachelors, Masters, or Doctorate.
- Participants must receive at least a "B" in a graduate course (Masters or Doctorate) or a "C" in an undergraduate course to receive reimbursement. Audited courses are not reimbursable.
- A college transcript and proof of tuition payment are required for tuition reimbursement.
- All applicable documentation must be submitted to Human Resources on or before the semester's due date for tuition reimbursement consideration.
- Employees receiving tuition reimbursement for college credit earned during the 2020-2021 school year must remain employed with the district for the entire 2021-2022 school year or applicable contract year (for example, 187, 210, 226, 230 days, etc.) or reimburse the district for the tuition reimbursement amount(s) received.
- Tuition reimbursement is allocated on a first come, first serve basis until all budgeted funds are allocated. All documentation, when received, will be time and date stamped by Human Resources for consideration. Incomplete documentation cannot be considered for tuition reimbursement.



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(Please Print)

Employee Name: _____

Employee Campus/Department: _____

Do you work on a full time basis (not less than 30 hours per week): ☐ Yes ☐ No

Were the college hours earned on or after September 1, 2020? ☐ Yes ☐ No

Total amount of reimbursable college semester hours for reimbursement: _____

Tuition reimbursement amount (A \$100.00 per semester hour of college credit): _____

Level of coursework for consideration-☐ Bachelors ☐ Masters ☐ Doctorate

Did you meet the grade requirement ("B" in a graduate course or a "C" in undergraduate courses) for reimbursement? ☐ Yes ☐ No

All applicable documentation is included.

- **Transcript with courses listed**
- **Proof of tuition payment**

I understand that if I receive tuition reimbursement from Stafford MSD, I am expected to return to work at SMSD the following school year. If my employment with the District does not continue for the 2021/2022 school year, I understand I will be responsible for reimbursing the school district on or before my final payoff date for the amount of money allocated to me for tuition reimbursement. All amounts owed to the District will be deducted from my final payoff check.

Employee Signature

Date

Talent Acquisition/Human Resources Use Only

Date Received: _____ Time: _____

Amount awarded: \$ _____

Reason if not awarded: _____