
DESCRIPTOR TERM:

District 370 Policy
File Code: 5.75

Certified Staff

Tuition Reimbursement	1995	4-10-95
Amended & Adopted	1996	6-17-96
Amended & Adopted	2006	03-13-06
Amended & Adopted	2006	08-14-06
Amended & Adopted	2008	05-12-08

Certified staff will be reimbursed at a rate of 80% for approved and earned credits. Certified staff will be reimbursed at a rate of 90% for credits earned for endorsements in areas deemed as critical need by the Board of Trustees.

1. The maximum amount of reimbursement will be based on the highest credit cost of the three local colleges and universities (Boise State University, Northwest Nazarene University, and The College of Idaho), up to a maximum reimbursement of \$320 per semester credit (\$360 for credits earned toward endorsements in areas deemed as critical need).
2. Request for Credit Approval form must be filled out and approved by the superintendent *prior* to registration for class.
3. A maximum of six semester credits will be reimbursed each year. The year will run from July payroll through June payroll.
4. Complete applications for reimbursement received after March 1 will be paid to active employees no sooner than August payroll.
5. Credits must be in a course that directly relates to the staff member's current teaching or coaching assignment with the Homedale School District, as determined by the superintendent.
6. Credits must be specifically tied to content areas and/or an area of other endorsement as determined by the superintendent; or
7. Credits must be specific to pedagogical best practices or for administrative/teacher leadership as determined by the superintendent; or
8. Credits must be tied to a specific area of need designated by the superintendent.
9. Complete applications for reimbursement must be received within twelve (12) months of credit being conferred.

The following is needed for reimbursement:

1. Copy of receipt/canceled check verifying payment of fees for class
2. Copy of transcripts/grade report for class
3. Completed Request for Credit Approval/Request for Tuition Reimbursement form

DESCRIPTOR TERM:

District 370 Policy
File Code: 6.75

Classified Staff

Tuition Reimbursement	2002	7-11-02
Amended & Adopted	2004	7-12-04
Amended & Adopted	2006	03-13-06
Amended & Adopted	2006	08-14-06
Amended & Adopted	2008	05-12-08

Non-temporary, full-time classified staff (20 or more hours per week) will be reimbursed at the rate of 80% per semester hour for approved post-secondary credits earned in pursuit of a teachers credential.

The following guidelines will govern this reimbursement:

1. The maximum amount of reimbursement will be based on the highest credit cost of the three local colleges and universities (Boise State University, Northwest Nazarene University, and The College of Idaho), up to a maximum reimbursement of \$320 per semester credit (\$360 for credits earned toward endorsements in areas deemed as critical need).
2. The employee must provide proof of acceptance into an approved plan of study leading to a teachers credential.
3. The credits for which the employee is seeking reimbursement must be part of an approved study plan leading to a teachers credential.
4. Credits must be pre-approved, in writing, by the superintendent **prior** to the beginning of the course by completing a Request for Credit Approval form.
5. Complete applications for reimbursement received after March 1 will be paid to active employees no sooner than August payroll.
6. Each classified employee will be reimbursed up to a maximum of 6 (six) semester credit hours per year. The year will run from July payroll through June payroll.
7. Complete applications for reimbursement must be received within twelve (12) months of credit being conferred.

The following must be submitted upon completion of a course:

1. Copy of receipt/canceled check verifying payment of fees for class
2. A copy of transcripts/grade report for class
3. Completed Request for Credit Approval/Request for Tuition Reimbursement form