

Tuition Reimbursement FY19

Certified Teachers,

One of the benefits available to you through the Negotiated Agreement is being reimbursed for the cost of tuition and fees associated with your continuing education. The district provides \$10,000 annually for all teachers in aggregate. A teacher does **not** need to be a member of the SWREA to be eligible for these funds.

The accompanying document outlines the process for requesting these funds. **Requests must be submitted using this document, please discard any old copies (paper or electronic) that you may have.**

As has been past practice, funds are available on a first come, first serve basis. Therefore, even if you don't intend to take a course until spring, break out the course catalog and apply for it now.

The annual maximum per teacher is **up to \$1,000**. This may take the form of a single course, or a series of courses. **If done over a series of course, each course must be applied for and approved separately.**

If a teacher applies for reimbursement of a University of California - Berkeley course which cost \$3,200; that teacher (if approved) would receive \$1,000 towards reimbursement of that course, and the remainder of the cost would be the teacher's responsibility. This would exhaust that teacher's reimbursement for the year.

If a teacher applies for reimbursement of a UAF course which cost \$450; that teacher (if approved) would

receive \$450 towards reimbursement. That same teacher could then apply separately for reimbursement of another UAF course which cost \$450 and (if approved) receive another \$450 toward that course also. Approval of this second \$450 is dependent upon funding still being available at the time of application.

A teacher is only eligible to receive reimbursement for the course for which they were approved. If you decide to take a different course than was originally submitted and approved, you must apply again separately for that course. (And apply prior to the beginning of the course.)

If a teacher applies (and is approved) for reimbursement of UAF course EDU303 in the amount of \$450, but then decides to take UAF course ECON441 and hands in documentation for ECON441; the ECON441 course is not eligible for reimbursement.

The distribution of these funds is decided by a 3-person committee. This years committee consists of:

Shannon Jones
Charles Becker
Colynn Isaacson

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cbecker@swrsd.org
cisaacson@swrsd.org

If you have any further questions, please feel free to contact any or all of them.

Tuition Reimbursement Application FY19

Approved Academic Coursework:

Integrated Thematic Instruction	Authentic Assessment	
Counseling	Team Teaching	
Early Childhood Special Education	School Administration	
Inclusion	Cooperative Learning	
Developmentally Appropriate Practices	Mastery Learning/Competency Based Education	
Courses in the teacher's content area (to include Exploration Week courses)	The required Alaska Studies and Alaska Multicultural Courses	
Culturally Relevant Teaching in a Multi-Cultural Environment	Computer Assisted Instruction/ Educational Technology	

Guidelines:

1. It is expected that requests will be made prior to the beginning of a course. The committee may consider requests made after a course has begun. Under no circumstances can a request be made after a course has ended.
2. Courses attended during an event funded partially or completely by the District, or for which the teacher received Staff Development funds, are not eligible.
3. Teacher must provide a receipt that links the course to the fee.
4. Teacher must receive a passing grade of "C" or better.
5. All transcripts and receipts must be received by the committee by the last regularly scheduled workday of the school year. (i.e.; May 24th, 2019)

Procedure:

1. Complete the bottom portion of this form.
2. Send the completed form to a committee member, along with a course description and fee schedule.
3. Wait for the committee to inform you that your course has been approved. Keep a copy of that approval letter.
4. Register, pay for, attend, and complete your course.
5. Submit your receipt, as well as a transcript, to the committee.
6. A committee member will send you an email titled:
Tuition Reimbursement Submission (your name) CC'ed to the Business Office when the documentation has been submitted. You will receive a direct deposit within ten (10) workdays after this submission/email.

Course Name			College or University		
Course Number	Credit Hours	Begin Date	End Date	Cost	

Field of Study: _____

Teacher Signature: _____ Date: _____

Committee Signature: _____ Date: _____