**RCS Tuition Reimbursement Guidelines and Information**

*\*Please review the following information regarding tuition reimbursement. If you have additional questions after reviewing this information, please contact the Tuition Reimbursement Coordinator.*

* Any teacher that is currently working under a **teacher contract** may apply for tuition reimbursement.
* **Submit one Tuition Reimbursement Application (with support documentation) for each course**. For example, if you are seeking reimbursement for three courses, you MUST submit three separate applications, three copies of your IPDP, three copies of the receipt and three copies of transcripts.
* **Three documents must be attached to your Tuition Reimbursement Application**. A 1) itemized receipt for tuition and proof of course payment and 2) transcript with course final grade must be attached to the **Tuition Reimbursement Application**.  Photocopies of the course payment receipt and transcript are accepted. You do not need to submit an official transcript. Attaching an informal, online transcript is acceptable. Finally, please attach a 3) copy of your approved *IPDP* Your application will not be accepted if you are missing any of the required support documentation.
* Electronic copies of the application and support documentation will not be accepted. Hardcopies are required by Central Office and REA.
* Your *IPDP* must be approved (signed and dated) BEFORE the start date of the course for which you are seeking reimbursement.
	+ The LPDC Handbook requires all teachers (even those in the Resident Educator Program) to submit an approved IPDP for courses to be approved for reimbursement
* Eligible courses must relate to your approved *Individual Professional Development Plan* (*IPDP*)
* **Credit** must be granted by the college or university in order to be eligible for tuition reimbursement. If you completed a course as an audit or for CEUs, you will not be reimbursed.
* You may be reimbursed **up to 50%** of the total cost of each course (tuition only). Reimbursement checks will be issued in a separate, non-taxed amount with no retirement withheld. You should receive the reimbursement check in August.
* Eligible terms for this **Tuition Reimbursement Application** include:

***Summer 2019                  Fall 2019                   Winter 2020                 Spring 2020***

* All documents should be sent to *Scott Webster* at *Everest High School*. You may do this through our interoffice mail system or mail all documents to Scott’s home address (*13051 Summerfield Way Pickerington, OH 43147*).  You can contact Scott through e-mail (*scott.webster@reyn.org*) or phone (*614-367.1980*) with any questions you may have about tuition reimbursement.
* **Deadline**: All applications and support documentation must be submitted (or post-marked) by **Tuesday, June 30, 2020**. **If applying after** **Friday, May 22, 2020**: You must mail the **Tuition Reimbursement Application** to the Tuition Reimbursement Coordinator’s home address *(see information above).*

***Please keep copies of all documents submitted for your own records!***

***Your reimbursement check will be mailed to you after the August Board of Education Meeting!***