

## **Support Employee College Reimbursement Fund**

For the 2018-2019 school year, the Board shall provide a College Reimbursement Fund available for all actively employed support staff who complete college level courses that are beneficial in their current or future assignments with Owasso Public Schools or in college courses related to obtaining certifications or endorsements and receive a grade of 2.0 or better. The annual fund is designed to provide partial reimbursements for tuition costs. If requests exceed the annual fund, the district will prorate the reimbursement rate.

### **Eligibility Requirements:**

1. Eligibility is limited to active full-time support personnel (30 hours or more per week) .
2. Employees must be currently employed with the District at the beginning and at the completion of each course.
3. Employees must also be currently employed on the reimbursement pay date.
4. Reimbursement applications must be received by the due dates listed on the Approval Application.

### **Employee Responsibility:**

Employees are responsible to:

1. Submit Approval Application by:  
September 15 for Fall Semester - **\*\*October 1 for Fall 2018\*\***  
January 15 for Spring Semester  
May 15<sup>th</sup> for Summer Semester
2. Upon completion of courses, submit evidence of credit for each course (i.e. detailed tuition receipt and official transcript.

### **Reimbursement:**

1. Reimbursement for approved courses will be based on a maximum of up to \$100 per semester hour graduate courses or up to \$50 per semester hour for undergraduate courses. If requests exceed the annual fund, the district will prorate the reimbursement rate.
2. A maximum of six (6) hours of coursework per support employee per semester (i.e., fall, summer, spring) may be reimbursed.
3. Upon completion of courses, provide evidence of credit for each course (i.e. detailed tuition receipt and official transcript by the following dates:
  - a. First Wednesday in September for summer semester – reimbursement paid in October.
  - b. First Wednesday in February for fall/winter semester – reimbursement paid in March
  - c. Last Day of School for spring semester – reimbursement paid in June