

**Vandalia-Butler City Schools Tuition Reimbursement Application  
School Year 2007-2008**

**Amount of Reimbursement:** For 2007/2008, a Vandalia-Butler employee may receive reimbursement of \$100.00 per credit hour, up to a total of six credit hours for college coursework, or up to \$100.00 towards the registration fee of one workshop per year COMPLETED during the time period of June 16, 2007 and June 16, 2008. The total amount an employee is eligible for in one calendar year is \$600.00.

**Requirements:**

**Certified Employees:**

- ✓ Successful completion of Praxis III or provisional certificate/professional license or higher.
- ✓ Class work must be taken at any accredited college or university approved by the ODE.
- ✓ All class work must be graduate level and relate to *district, building and/or individual classroom goals*.
- ✓ A grade of “B” or higher, or a “P” must be attained in a non-audited class for reimbursement.
- ✓ For all workshops, employees must provide proof of attendance, i.e. certificate of completion, as well as proof of personal payment.
- ✓ Obtain prior approval from the LPDC to have undergraduate courses qualify.
- ✓ For all coursework, employees must provide an official transcript and proof of personal payment **along with assigned indicator number**.

**Classified Employees:**

- ✓ All class work must relate to current assignment or the field of education.
- ✓ Class work must be taken at a district approved institution.
- ✓ Class work can be undergraduate or graduate level.
- ✓ A grade of “B” or higher, or a “P” must be attained in an un-audited class for reimbursement.
- ✓ For all workshops, employees must provide proof of attendance, i.e. certificate, agenda, etc., and proof of personal payment **along with assigned indicator number**.

**[All items must be completed below or the application will be rejected for reimbursement.]**

Name: \_\_\_\_\_ Employee # \_\_\_\_\_

Building(s) (if applicable): \_\_\_\_\_

Current Assignment: \_\_\_\_\_

**COLLEGE CLASSWORK / WORKSHOP DESCRIPTION  
(Please fill in information for class(es), and/or a workshop below)**

University / College/ Workshop Location	Course Title <u>and</u> Course Number /Workshop Title	Course Type	No. of Credit Hours (if applicable)	Actual Dates of Class/Workshop
		<input type="checkbox"/> Workshop <input type="checkbox"/> College Class		
		<input type="checkbox"/> Workshop <input type="checkbox"/> College Class		

Note: Please use additional applications for more than two reimbursement requests.