



# North Schuylkill School District

## REIMBURSEMENT REQUEST

**TO: Office of the Superintendent**

**I have completed the following course/courses:**

Number & Title of Course	Number of Credits	Name of College

COURSE(S) COMPLETED DURING MONTHS OF \_\_\_\_\_

AMOUNT OF TUITION PAID BY APPLICANT \$  
(Reimbursement is for **TUITION ONLY**) \_\_\_\_\_

**AMOUNT OF REIMBURSEMENT** \$ \_\_\_\_\_

**NAME** \_\_\_\_\_

**SIGNATURE** \_\_\_\_\_

To receive reimbursement, please make sure that you have attached to this request, an official transcript or other grade report as accepted by the Superintendent and a “paid” invoice or receipt for the tuition paid for the course(s).

Reimbursement for credits completed during the summer months will not be made unless the teacher is a professional employee of the School District for the first twenty (20) school days of the school year. Any credit that is awarded for course work that begins on a date later than the last student day will be counted as credits completed during the summer months.

Reimbursement for the cost of graduate credits in the field of education will be made to the bargaining unit member at the rate of **\$700 per credit**. Tuition Reimbursement will be made on the following scale: Twelve (12) Credits per year up to BS + 24 or Six (6) Credits per year beyond BS + 24. Please see the current NSEA Contract Agreement for additional Reimbursement Information.

\*For the purpose of determining the limit of credits per school year, July 1 is used as the starting date and June 30 is used as the ending date for a school year.