

# Ottawa-Glandorf Schools

## Reimbursement for Professional Training

- 1.) Complete a Prior Approval for Tuition Reimbursement form before the course. This form must be on file when course is completed in order to file for tuition reimbursement. This form will give you course approval and funding approval for tuition reimbursement upon successful completion of course. Please submit this form to the Administrative Offices. You will receive notification, by e-mail, within a few days.
- 2.) Upon completion of course, please complete a Tuition Reimbursement request form, attach necessary documentation, and submit to the Administrative Offices. Once approved, you should receive your reimbursement within two weeks.

### Reimbursement

Certified employees who hold a valid Ohio teaching certificate or license are eligible to be reimbursed for additional semester hours of college credit earned per fiscal year (July 1 to June 30). Employees may be reimbursed at a rate of up to \$250.00 per semester hour. All additional hours to be eligible for reimbursement must first be approved by the LPDC and must support building and district goals as determined by the LPDC and administration. Requests for reimbursement can only be made within six weeks of the beginning of the class. Only those hours paid by the employee and not reimbursed by a stipend will be eligible through the district program. The Board's responsibility will be capped at \$35,000 per fiscal year for the duration of the contract. The initial amount that any one employee is eligible for reimbursement during any one fiscal year will be capped at \$1,500.00. All employees who apply for reimbursement during any one fiscal year will be placed on a list by order of application. At the end of the fiscal year, any remaining funds will be disbursed to those employees on the list whose actual expenses exceed the \$1,500.00 on a first come first serve basis until all funds for that fiscal year are disbursed. For this section of the agreement, a year is defined as beginning at the end of the Spring/Winter semester. All teachers employed by Ottawa-Glandorf School District and who elect to enroll in continuing education courses after they are under contract qualify for the provisions of this section.

Any coursework taken after the end of the school year shall be reimbursed from the funds for the following fiscal year.

Credentials to be submitted to the Superintendent's Office include:

- An official transcript (*If an official transcript is not available at the time the request for reimbursement is made, a letter from the professor of the course stating that the coursework has been successfully completed can be substituted until a transcript is available.*)
- An itemized invoice for the course.