

College Credit Reimbursement

Amount Reimbursed:

\$150.00 per semester hour

\$112.50 per quarter hour

Rules Governing Reimbursement:

1. Funding will be available to full time certified employees and classified employees (who work a minimum of thirty (30) hours a week) on a first come, first served basis.
2. College credit awarded between January 1st and December 31st is eligible for reimbursement.
3. An employee may be reimbursed for a maximum of six (6) semester hours or nine (9) quarter hours during this time period.
4. ***Prior request for reimbursement must be submitted before the first class meeting.*** Classes that are deemed relevant to the employee's assigned work area will be approved by the superintendent. The superintendent's approval or denial is final. Classes must meet regularly and require your physical presence in the class to be eligible for reimbursement.
5. *Upon completion of the class, a receipt of payment and an official grade sheet or transcript showing the grade and hours awarded **must be submitted for reimbursement within three months of completion.*** Only classes in which a grade of "B" or above is earned will be eligible for reimbursement. Classes taken under a pass/fail grade option are not eligible for reimbursement.
6. **Employees must remain employees of the Educational Service Center for two years following reimbursement or forfeit the amount reimbursed. This provision will not be enforced if a reduction in force or non-renewal is the cause of termination.**
7. Checks will be issued at the end of September, January, and June.
8. Cap of \$900.00 per year per employee.