



MPS

Certified Personnel College Tuition Reimbursement Program

For the 2019-2020 school year, the Board shall provide a College Reimbursement Fund available for all actively employed, certified staff who complete graduate level courses in their field of instruction or in college courses related to obtaining additional certifications or endorsements and receive a grade of 2.0 or better. Undergraduate coursework meeting the above qualifiers **MAY** be reimbursed pending available funds, The annual fund is designed to provide partial reimbursement 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, certified personnel.
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 October 15th for Fall Semester 2019; February 15th for Spring Semester 2020; June 15th 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 number of employees that apply for reimbursement each semester. Reimbursement will be divided equally among applicants.
2. Upon completion of courses, provide evidence of credit for each course (i.e. detailed tuition receipt and official transcript by the following dates:
 - a. February 1st for fall/winter semester – reimbursement paid in March.
 - b. June 1st for spring semester – reimbursement paid in June.
 - c. September 1st for summer semester (Available Summer 2020) – reimbursement paid in October.



**MUSKOGEE PUBLIC SCHOOLS PERSONNEL
REIMBURSEMENT APPROVAL APPLICATION**

1. Reimbursements will be based on the number of applicants each semester for the available funds.

2. Employees are responsible to:

First, submit Approval Application to Human Resources **MPSTuitionReimbursement@roughers.net** by:

October 15th - fall semester

February 15th - spring semester

July 15th - summer semester

Second submit evidence of credit for each course (i.e. detailed tuition receipt and official transcript) by the following dates:

a. February 1st for fall/winter semester – reimbursement paid in March.

b. June 1st for spring semester – reimbursement paid in June.

c. September 1st for summer semester (Available Summer 2020) – reimbursement paid in October.

APPROVAL APPLICATION

Name: _____ Position: _____ Site: _____

Semester (please mark one) Fall _____ Spring _____ Summer _____

Course Number(s) and Title(s) Institution/College: _____

Purpose (please mark one)

- 1. _____ Related to field of instruction
- 2. _____ Necessary to obtain additional certification
- 3. _____ Other –

Explain _____

Employee Signature: _____ Date: _____

OFFICE USE ONLY	DATE APPROVAL REC.	DATE RECEIPT / TRANS REC.	AMOUNT REIMBURSED

Approved by _____ Date _____

Reimbursement submitted by _____ Date _____