

MPS

Employee Tuition Assistance Fund

For the 2020-21 school year, the Board shall provide a Tuition Assistance Fund available for all actively employed, support staff who complete courses that are beneficial in their current or future assignments with MuskogeePublic Schools or in courses related to obtaining certifications or endorsements and receive a grade of "C" or 2.0 or better (Career Tech courses and fees do fall under this fund). The annual fund is designed to provide partial assistance for college / continuing education costs.

For the 2020-21 school year, a total amount provided for Tuition assistance per semester will be approximately \$5,000. The \$5,000 will be divided by the number of qualified participants per semester. Example \$5,000 for Fall Semester DIVIDED BY 10 participants = \$500 per participant.

Eligibility Requirements: 1. Eligibility is limited to active, full-time, personnel (30 hours or more per week) .
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 (PAGE 2) must be received by the due dates listed on the Approval Application.

Employee Responsibility: Employees are responsible to:

1. Submit Approval Application by: September 30th for Fall Semester; February 15th for Spring Semester
2. Upon completion of courses, submit evidence of credit for each course. MPS must have an OFFICIAL transcript and a Bursar's statement for the semester coursework was completed.

Tuition Waivers

Occasionally, MPS receives tuition waivers from universities in the area. If you take tuition waivers from MPS, those waivers will be your assistance for the semester.

Assistance:

1. Reimbursement amount for approved courses will be based on the number of employees participating in the program each semester.
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.

MUSKOGEE PUBLIC SCHOOLS PERSONNEL
TUITION ASSISTANCE APPROVAL APPLICATION

1. Assistance will be based on the number of applicants each semester for the available funds.
2. Employees are responsible to:

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

September 30th - fall semester

February 15th - spring semester

Second submit evidence of credit for each course - Only two accepted documents - Bursar's statement for the semester and OFFICIAL transcript for the semester.

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

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

APPROVAL APPLICATION

Name: _____ Position: _____ Site: _____

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

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

I understand that I must make a letter grade of "C" or higher in a course to receive assistance from MPS, and I must submit a Bursar's Statement and an OFFICIAL transcript for the semester in order for me to receive my tuition assistance.

Signature

DATE

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 BURSAR'S / TRANS REC.	AMOUNT OF ASSISTANCE

Approved by _____ Date _____

Assistance RQ's submitted by _____ Date _____ PO# _____