

MPS

Support Employee Tuition Reimbursement Fund

For the 2019-2020 school year, the Board shall provide a Tuition Reimbursement 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 2.0 or better (Career Tech courses and fees do fall under this fund). 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, support 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 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; February 15th for Spring Semester; 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 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.
 - 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 _____