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 Muskogee Public 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 AMOUNT REIMBURSED
REC.

Approved by_________________________ Date___________

Reimbursement submitted by_________________________ Date___________