

Local 6600 Education Incentive – LBS1 Program Application and Reimbursement Information Sheet

Listed below are the necessary steps to apply for approval for completion of an LBS1 program and tuition reimbursement. It will be necessary to complete the following:

1. Application for LBS1 Program Approval – Local 6600 Education Incentive
(Completed and signed by employee)

When steps 1 and 2 have been completed and signed by the employee – submit both forms to Executive Director, Jeff Daugherty for approval.

You will most likely want to request reimbursement after the completion of each semester's coursework by completing the following form and including the necessary documentation listed below:

2. Appendix A – Tuition Reimbursement Contract – LBS1 Licensure
(Completed and signed by employee)

3. Application for LBS1 Program Tuition Reimbursement – Local 6600 Education Incentive
(Completed and signed by employee)

The following documents should be attached to the “Application for LBS1 Program Tuition Reimbursement – Local 6600 Education Incentive” form:

- a. **Proof of Tuition Cost** – provide documentation that specifies the course name/number(s), semester, and itemized tuition/course fees that matches the amount listed above
- b. **Proof of Payment:** provide documentation that proves you paid for the course tuition/fees in full. Documentation can include a copy of a canceled check or a copy of an online receipt/statement if payment was made electronically
- c. **Proof of Course Completion:** provide either a transcript (official or unofficial) or copy of a final electronic grade report that demonstrates satisfactory completion of the course.

Any questions regarding these steps or the Education Incentive should be directed to Jeff Daugherty by email or phone (355-4422). Thank you.

2411 Pathways Crossing
Belleville, IL 62221



Phone (618) 355-4700
Fax (618) 355-4415

**APPLICATION FOR LBS1 PROGRAM APPROVAL –
LOCAL 6600 EDUCATION INCENTIVE***

Employee Name:	Position:
Program Start Date (Mo./Yr.):	Est. Program Completion Date (Mo./Yr.):
University/College:	
Program Name:	
Total Credit Hours for Program:	
Is a tuition waiver or financial aid being used for this course? (Yes or No):	
Employee Signature:	Date:

***Appendix A – Tuition Reimbursement – LBS1 Licensure and this application should be submitted to the Executive Director of BASSC prior to beginning the course**

****BASSC DISTRICT OFFICE USE ONLY****

Program Approved: _____	Program Not Approved: _____
Executive Director Signature:	Date:



Appendix A – Tuition Reimbursement Contract – LBS1 Licensure

AGREEMENT FOR REIMBURSEMENT

THIS AGREEMENT is made between the Belleville Area Special Services Cooperative (“Cooperative”) and (insert employee name) _____ (hereafter referred to as the “Employee”).

DECLARATIONS

The above-named Employee is eligible for reimbursement for tuition pursuant to Article VIII, Section 6, Part B of the collective bargaining agreement between the Cooperative and the Belleville Area Special Services Cooperative Federation of Employees, IFT/AFT, Local 6600 (“the Union”).

The Union is the sole and exclusive representative of employees covered by the collective bargaining agreement, as defined in Article II of said agreement. This Agreement for Reimbursement does not revise, modify, amend, alter, or change in any way the current collective bargaining agreement between the parties.

TERMS

In consideration of the above declarations, the Cooperative and Employee mutually agree to the following:

1. The Cooperative agrees to provide tuition reimbursement for LBS1 tuition, in accordance with Article VIII, Section 6, Part B of the collective bargaining agreement.
2. As a condition of receiving reimbursement for LBS1 tuition, the Employee agrees to remain in the employment of the Cooperative for a minimum of three (3) years following LBS1 licensure completion.
3. The Employee agrees that they shall be liable for the tuition that was paid/reimbursed by BASSC, in the event that they:
 - a. Fail the program; or
 - b. Drop out of the program; or
 - c. Submit their resignation letter prior to the 3-year commitment being fulfilled
4. The Employee authorizes BASSC to withhold the tuition amount from any final compensation as defined under the Illinois Wage Payment and Collections Act, 820 ILCS 115/1, et seq, and corresponding regulation, including any earned but unpaid wages, to repay the tuition in the event that the employee (1) fails the program, (2) drops out of the program, or (3) submits their resignation letter prior to the 3-year commitment being fulfilled.
5. The Employee shall not be held liable for the tuition that was paid/reimbursed by BASSC if they leave the Cooperative through mutual agreement, a reduction in force, non-renewal, or if they are not employed as an LBS1 teacher following completion of the program.

6. In the event the Employee dies or cannot complete the 3-year commitment due to a physical or mental condition beyond the Employee's control, the Employee and their estate shall not be held liable for the tuition that was paid/reimbursed by BASSC. This shall apply to documented medical conditions of the employee, their spouse, and their dependent children/step-children that are beyond the employee's control.

The parties, by placing their signatures below, acknowledge and accept the provisions, obligations and validity of this Agreement.

Printed Name, Employee

Jeff Daugherty
Printed Name, Executive Director

Employee's Signature

Executive Director's Signature

Date

Date

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Belleville, IL 62221



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**LBS1 PROGRAM TUITION REIMBURSEMENT –
LOCAL 6600 EDUCATION INCENTIVE**

*In order to receive reimbursement, an "Application for LBS1 Program Approval" must have been approved prior to starting and completing any course that reimbursement is being requested for.

Employee Name: _____ **Program Name:** _____

COURSE NUMBER(S)	CREDIT HOURS	BEGIN DATE	END DATE

Was the course(s) listed above completed? (Yes or No):

Total cost of tuition and associated course fees: \$ _____

The following documents should be attached to this document when submitting for approval:

Proof of Tuition Cost: provide documentation that specifies the course name/number, semester, and itemized tuition/course fees that matches the amount listed above

Proof of Payment: provide documentation that proves you paid for the course tuition/fees in full. Documentation can include a copy of a canceled check or a copy of an online receipt/statement if payment was made electronically

Proof of Course Completion: provide either a transcript (official or unofficial) or copy of a final electronic grade report that demonstrates satisfactory completion of the course.

*This application and all required documentation must be submitted to the BASSC Business Office within 30 days of course completion in order to be eligible for reimbursement.

Employee Signature: _____

Date: _____

Director Signature: _____

Date: _____

****BASSC BUSINESS OFFICE USE ONLY****

Amount Reimbursed: \$

Check Number: