

**Sutherlin School District 130****Tuition Reimbursement Program**

Approval No. \_\_\_\_\_ Program Fiscal Year \_\_\_\_\_

As per the Collective Bargaining Agreement between Douglas County Bargaining Council and Sutherlin School District #130, Article XX: (A): The district will pay tuition to full-time certificated teachers on contract to the District for upper division or graduate level college or university courses **at the University of Oregon rate:** (1) which relate to that teacher's classroom assignment, extended responsibility assignment and its relationship toward educating students within the classroom or in extra-duty activities. (2) For which the teacher has received an "A" or "B" grade or a "Pass" in a non-graded class. As per (D): a maximum amount available for tuition reimbursement amount is set for the year; and (E) the designated amount shall be for classes completed between July 1 and June 30 of each year.

Name \_\_\_\_\_ School \_\_\_\_\_

I understand as per the Collective Bargaining Agreement between Douglas County Bargaining Council and Sutherlin School District #130, Article XX (F): Bargaining unit members who receive any tuition reimbursement from the District and resign from the district within two calendar years of receiving such reimbursement, shall be required to repay the District the full amount of the tuition reimbursement received. The District may withhold from the employee's final payroll the full reimbursement amount; and as per Article XX (C): Teachers new to the District may be required to reimburse the District for money paid under this provision if they do not complete the school year. Such reimbursement will be withheld from their terminating salary.

Teacher Signature \_\_\_\_\_

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date**PRE-APPROVAL**

Course Code/No: Full title of course (use separate form for each course)

No. of credits

Cost of Tuition only:

Start Date

End Date

Name of College or University

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
\_\_\_\_\_

Approval Signature of Building Administrator

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
DateFunds available for reimbursement ☐ YES ☐ NOCourse approved ☐ YES ☐ NO

Approval Signature of District Administrator

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date

Reimbursement Request Documentation – Within 30 days after completing the course you must present:

- a receipt showing the amount of **tuition billed, tuition paid and the term/semester** (books, parking and student fees will NOT be reimbursed);
- a transcript or grade report showing course name, date completed, quarter/semester hours and grade received (earned grade of no less than a "B" for reimbursement);
- proof the course is **upper division or graduate level** from an accredited college or university.

Reimbursement Payment Request with all documentation received: \_\_\_\_\_

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date☐ Approved. Amount \$ \_\_\_\_\_☐ Not Approved. Does not meet the following requirement(s)  
\_\_\_\_\_

Signature of approval for payment by district office

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Payment Date (Rev 9/2023)