

## Tuition Reimbursement Sharing Program

Each certified staff member in the La Center School District can be reimbursed up to \$500.00 per year (any unused balance will be rolled over into the next year for a maximum amount of \$1000.00) for reimbursement of qualified educational tuition expenses. Not all staff will need the full allotment, while others may need more (i.e. for completing their masters degree, national teacher certification, etc.).

To address this need, a tuition reimbursement sharing program has been created. The program consists of two parts: 1) A process for donating the unused tuition from staff currently not in need of these resources; and 2) A process for applying for additional tuition assistance from the pool of donated funds.

**Donation of Tuition Allocation** If you have a balance in your tuition reimbursement account and do not anticipate using the money during the time they are available, you may elect to use the **Tuition Reimbursement Donation Form** to give to the sharing pool for other staff to apply for. You may contact the district office if you are unsure of your balance. Donation forms need to be returned to the district office when completed. Donations can be made at anytime throughout the school year. Unused balances beyond the two most recent school years will automatically be put into the tuition reimbursement pool.

**Tuition Reimbursement Sharing Request** If you have used your current tuition reimbursement allocation and are in need of additional assistance, you can apply for available funds from the sharing pool by using the **Tuition Reimbursement Pool Request Form**. Requests are reviewed three times throughout the year (October, February and June). Applications will be reviewed and funds allocated equally amongst those who apply. Building association representatives will have the exact cut-off date for your application, as they will serve on the review committee. Applications requesting additional reimbursement assistance further than one semester ahead or one semester back will not be accepted. Tuition Reimbursement Pool Request forms need to be returned to the district office prior to the cut-off date in order to be considered.