

Kuna School District

Inspiring each student to become a lifelong learner and a contributing, responsible citizen.



Tuition Reimbursement Application

Every certified staff member who completes credits in a program that leads to a graduate degree (M.A., M.S., M.B.A., J.D, Ed Specialist, Ed D., PhD) is eligible for tuition reimbursement. This is for any credits completed *after* Sept 1, 2019. Staff members will pay for the credits initially. Reimbursement will occur in October, February, and July of each year. Graduate credits are reimbursed at a rate of \$150 per credit for up to 6 credits per year. To receive this reimbursement the staff member must fill out the Tuition Reimbursement form and include the required documents. These documents must be received by the Human Resources Department.

Date of Request: _____

Employee Name: _____

College/University: _____

Name of Degree Program: _____

Courses:

Course Number	Course Name	Credits (6 max)

Academic Year: _____ to _____ Semester/Quarter : Fall Winter
(Month/Year) (Month/Year) Spring Summer

Tuition Cost (Tuition only, no fees): \$ _____

Official transcripts and documentation of costs of tuition paid (excluding fees) must be provided to the office of Human Resources before reimbursement will be made.

To be completed by the District Office:

Employee Classification: Faculty Administration

Eligible: Yes No Payment Authorized \$ _____

Approved by: _____ Signature: _____ Date: _____