

TUITION REIMBURSEMENT FAQ

Who can receive tuition reimbursement?

Per the master contract, tuition reimbursement will be paid out to certified staff completing credits in a program that leads to an advanced degree (MA, MS, MBA, JD, Ed S., Ed.D., PhD).

Are the six credits allowed per year for reimbursement per calendar year or school year?

Credits eligible for reimbursement are for courses completed during your current contracted school year.

What do I need to turn in for tuition reimbursement?

You must turn in a completed Tuition Reimbursement Application, documentation of costs paid (excluding fees), and official transcripts.

Do transcripts have to be official in order to receive tuition reimbursement?

Yes. Unofficial transcripts will not be accepted for tuition reimbursement.

Where do I obtain "documentation of costs paid"?

The college/university Business Office will be able to provide you with a receipt.

Do I have to wait until after I have completed the course(s) to turn in paperwork for reimbursement?

Yes. Your official transcripts must reflect that you have completed and passed the course(s) in order to receive reimbursement.

When/how will I receive my tuition reimbursement?

Kuna School District will send you a check in the mail in the beginning of the month following the deadline:

Application Deadline:	Checks mailed out:
January 17th	February
June 19th	July
September 18th	October