

# Kuna School District

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



## Tuition Reimbursement Application

Every 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 1st of current contracted school year. 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

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: \_\_\_\_\_