

## 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 Specialist, 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 2019-2020 contract.

### *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