

F. Tuition Pool – Guidelines:

- a. The Board shall provide a tuition pool of \$5,000 per school year, from June 1 through May 31. There shall be no carryover for unused funds from one year to the next.
- b. Certified/licensed staff are eligible for up to six (6) hours of tuition assistance per year.
- c. If the certified/licensed staff is in an education-related degree-granting program, he/she is eligible for an additional three (3) hours of tuition assistance per year.
- d. The following restrictions apply to the tuition pool:
 1. Credits must be from a Kansas postsecondary institution or by the approval of the Executive Director, and
 2. Graduate classes related to the teacher's content area or as approved by the Executive Director.
- e. A certified/licensed employee should submit a form to the Executive Director indicating his/her intention to take a class, including the course name and number and estimated costs. This will allow MCSEC to estimate the amount of the fund encumbered at any given point in time.
- f. MCSEC will pay 50% of the tuition per credit hour including fees, excluding books and materials, upon proof of the successful completion of the course. Successful completion is defined as a "B" or better in a graded course and a "Pass" in a non-graded course.
- g. Proof of completion, typically in the form of a grade sheet, along with copies of receipts that indicate the cost of the tuition, shall be made within 30 days of the end of the term.
- h. In the event the total amount of the pool is exhausted, tuition will be paid in the order the requests for assistance were submitted.
- i. An employee needs to work for MCSEC for two (2) years post reimbursement. If the employee leaves MCSEC after one year, they will agree to pay back half the amount granted.
- j. Tuition Pool Application:

Application for MCSEC #617 Tuition Pool

Payment will be made in the order this application is received by the Executive Director.
Please complete a separate form for each course.

1. Complete and submit application form to Executive Director at least 30 days before beginning of course, unless approved by the Executive Director.
2. The Executive Director will approve or deny the request for tuition assistance.
 - a. If the request is denied, no further action is necessary and the individual will not receive tuition assistance.
 - b. If the request is approved, go to Step 3
3. When the course is completed, submit documentation of completion, grade earned, and tuition charges to the Executive Director. Documentation shall be submitted within 30 days of the end of the term.
4. If all requirements are met, reimbursement will be remitted to applicant. Reasons why coursework might be denied:
 - a. Classes are not in applicant's subject area or related to pedagogical improvement
 - b. Classes are not directly related to an educational degree
 - c. Application does not meet all requirements as outlined in Negotiated Agreement
 - d. Funds are depleted for the year

To be Completed by Certified/Licensed Staff:

Employee Name _____ District _____
Course Name _____ Course # _____
Date of First Class _____
College/University _____
(if other than a Kansas postsecondary institution, documentation must be provided)

If working towards a degree, please list degree _____

Cost per Credit Hour: _____ (tuition & fees only)
Number of Credit Hours: _____
Total Cost of Course: _____
Total Requested: \$ _____

MCSEC will pay 50% of the tuition to a maximum of \$150.00 per credit hour including fees

Certified/Licensed Staff Signature

Date Submitted

Please keep a copy for your records and submit original to Executive Director.

Approved

Denied

Reason for Denial: ____ 4a ____ 4b ____ 4c ____ 4d

MCSEC Executive Director

Date