

Office Use Only: Term/Year \_\_\_\_\_

Revised 4/27/2009

**TRI-COUNTY EDUCATIONAL SERVICE CENTER**  
Credit Reimbursement Request

*(Please print or type)*

Participant's Name \_\_\_\_\_

Current District Assignment \_\_\_\_\_ Job Assignment \_\_\_\_\_

Application Date \_\_\_\_\_ Date of First Class Meeting \_\_\_\_\_

<u>Course No.</u>	<u>Course Title</u>	<u>University/College</u>	<u>Number of Semester Hours</u>
_____	_____	_____	_____
_____	_____	_____	_____

Please explain how the above class is related to work assignment at the ESC.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**I have read and understand the requirements for credit reimbursement, see attached requirements.**

Employee's Signature \_\_\_\_\_ Date \_\_\_\_\_

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\_\_\_\_\_  
Approved for \$ \_\_\_\_\_ reimbursement (upon successful completion of course work, receipt of record of grade(s), and payment receipt **within 60 days of class completion**).

\_\_\_\_\_  
Not Approved. Reason: \_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_  
Superintendent

Payment Receipt	_____
Evidence of Grade	_____
Approved for Payment	_____ Date _____
Superintendent	

# TRI-COUNTY EDUCATIONAL SERVICE CENTER

## College Credit Reimbursement Guidelines

*Effective August 1, 2007*

### Amount Reimbursed:

Reimbursement will be based on funding level set by the Tri-County Educational Service Center Governing Board each contract year (July 1 – June 30). The current amount set aside for reimbursement is \$15,000 per year. To be eligible the student must be an ODE certified/licensed employee of the Tri-County Educational Service Center (ESC).

### Rules Governing Reimbursement:

1. Funding will be available to full-time certificated/licensed employees of the Tri-County ESC on a first come basis. Classes will be reimbursed at the rate of \$150 per semester hour or \$100 per quarter hour. A maximum of 8 semester hours or 12 quarter hours will be reimbursed per contract year.
2. **Prior request for reimbursement must be submitted before the first class meeting on the appropriate College Credit Reimbursement form.** Classes must be related to your current work assignment. The Tri-County Superintendent's approval or denial of course work is final.
3. Upon completion of the class, a receipt of payment (acceptable by the Tri-County ESC Treasurer) and an official grade sheet or transcript showing the grade and hours awarded **must be submitted for reimbursement within 60 days of completion.**
4. Only classes in which a grade of "B" or above is earned will be eligible for reimbursement. Classes completed under a pass/fail grade option are not eligible for reimbursement.
5. Classes must be completed at a college or university recognized as accredited by the State Department of Education.
6. Participants can only be reimbursed for tuition amounts not being reimbursed by another scholarship or tuition reimbursement funding source.
7. Participants must remain employees of the ESC for two years after the completion of the class. Employees who voluntarily resign from the ESC prior to the two-year window will be required to repay any reimbursed tuition paid within the past two years. Payment must be received prior to the issuance of the employee's last check from the ESC.