



WEST ADA SCHOOL DISTRICT Continuing Education Scholarship Reimbursement Request Form

Name _____ Date _____

Address _____ Employee ID# _____

City, State, Zip _____ School _____

District Use Only
Approved By _____ Account # _____

Course Title	Dept. #	Catalog#	# Credits	Total Cost
Example: Comprehensive Literacy II	EDUC	594	3	\$195.00
		TOTAL		\$

Continuing Education Scholarship Program: Policy Title: Scholarship Program Code No. 401.19

- Certified employees currently under contract may apply to the District for reimbursement. The district will pay up to \$65.00 per credit for the tuition for courses taken for re-certification and/or for courses taken to fulfill a degree program. A maximum of \$1,000.00 per certified employee per year will be distributed. Scholarship reimbursement is provided for the cost of credits only, not books or fees. Claims for reimbursement should be submitted as soon as the final grades are posted. Funds will be distributed on a first come first service basis. To receive the reimbursement payment, the employee must provide copies of the class description, proof of successful completion and receipts showing expenses incurred. June classes will be eligible for reimbursement during the next school year. When the budget for scholarships is exhausted, no additional funds will be paid for the remainder of the fiscal year. If an employee uses the scholarship program after school is out for the summer and does not return to the district, he/she must refund to the district the amount received that summer.

Claims for scholarship reimbursement must be submitted following the end of the course with an official or unofficial grade report or an official or unofficial transcript along with proof of payment. Courses completed in May must have reimbursements submitted by June 15th. June classes will be eligible for reimbursements during the next school year.

Employees not returning to the District the following contract year: If an employee uses the scholarship program after school is out for the summer and does not return to the district, he/she must refund to the district the amount received that summer. **This amount will automatically be deducted from the employee’s final paycheck.**

- **Video or Correspondence course tuition** will not be paid by the District unless prior approval has been received by the Director of Human Resources or his/her designee. A letter of request and syllabus of course/s must be submitted for approval prior to registration.
- **Independent study courses must be approved** by an accredited university, and be in the certified employee’s assigned subject area. These courses must have prior approval of the Director of Human Resources or designee.
- **On-Line Course requirements** for reimbursement:
 - **Must be taken through an accredited college or university**
 - **Must be graduate level of 500 or above**
 - **Must show a passing grade on either an official/unofficial grade report or an official/unofficial transcript.**

This form must be submitted with the following required items to the District Personnel Department:

- **Proof of payment — official university receipt showing amount paid.**
- **Proof of completion and passing grade — official or unofficial grade report or transcripts.**

Personnel Contact: Wanda Dazey – 350-5020