

Old Forge School District

Tuition Reimbursement for Teachers

Tuition reimbursement to members of the bargaining unit shall be reimbursed per the OFEA Contract and as outlined below:

1. Employees must be enrolled in an approved graduate or Masters Degree program or enrolled in an approved administrative program.
2. Reimbursement shall be paid after the employee has completed the course(s) with proof of a grade of "B" or better (grades of "P" shall also be reimbursed, if a pass/fail class).
3. Employees shall be reimbursed for a maximum of six (6) credits per calendar year.
4. Tuition reimbursements will be credited toward the calendar year of the semester in which the course was taken.
5. The amount of reimbursement shall be up to the Pennsylvania State University system per credit rate, at the time of reimbursement.

Name: _____ Date: _____

No. of Credits _____

Please attach proof of enrollment in a graduate or Masters Degree program, course grade(s) and proof of payment/deferment form.

Approved Denied

Notes/Reason for denial: _____

Signature/ Superintendent

Date: _____

Signature/ Business Manager

Date: _____