

## WOODBURN SCHOOL DISTRICT LICENSED REQUEST/APPROVAL FOR TUITION/ASSESSMENT EXPENSE REIMBURSEMENT AND/OR SALARY SCHEDULE CREDIT

NAME: \_\_\_\_\_

DISTRICT SCHOOL/BUILDING: \_\_\_\_\_

DATE: \_\_\_\_\_

**Prior to beginning your coursework, submit this form to the District Office HR Department to be processed for approval. You will need to turn in this form a minimum of 5 weeks prior to your class start date.** See reverse side for reimbursement criteria. The district office will retain the original; a copy of request will be returned to the employee by email.

**Tuition Reimbursement over \$5,250.** If the District pays more than \$5,250 (IRS limit) in educational assistance benefits for you during the calendar year, you must pay tax on the amount over \$5,250. WSD, as your employer, will withhold applicable payroll taxes from your next paycheck and will include in your wages (Form W-2, box 1) the amount that you must include in income.

Course/Assessment Title	Course # or Assessment #	University	Credit Hrs	Qtr Hrs or Sem. Hrs (Q or S)	Cost	Start Date & End Date (Required) for Class or Assessment	Salary Schedule Credit Only No Reimbursement needed (X)

**You must turn in your documentation PACKET within 45 days of completing the course or assessment to receive reimbursement for fall, winter or spring.  
For summer classes or assessment you must turn in documentation PACKET by October 31<sup>st</sup>.**

*THIS BOTTOM SECTION FOR HR OFFICE USE ONLY*

Current Quarter Hours Available: \_\_\_\_\_ Date Received: \_\_\_\_\_

Section A	Section B	Salary Schedule Credit
Approved _____ Not Applicable _____ Criteria ___ 1 ___ 2	Approved _____ Not Approved _____ Criteria ___ 1 ___ 2 ___ 3 ___ 4 ___ 5*	Approved _____ Not Applicable _____
Quarter Credit hours _____ Tuition Reimbursement \$ _____ Assessment Reimbursement \$ _____	Quarter Credit hours _____ Tuition Reimbursement \$ _____	Quarter Credit hours _____ 1 semester credit = 1.5 quarter credits
Comments: _____	Comments: _____	Comments: _____
_____ Director of HR _____ Date _____	_____ WEA Representative _____ Date _____ *Required District Admin. Approval _____ Director of HR _____ Date _____	_____ Director of HR or Designee _____ Date _____

### HUMAN RESOURCES OFFICE USE ONLY FOR PROCESSING

A. Grade Report Received _____ for _____ Qtr Hrs <small style="margin-left: 100px;">Date</small> Tuition Receipt Received _____ for \$ _____ <small style="margin-left: 100px;">Date</small>	\$ _____ Account # _____ \$ _____ Account # _____ \$ _____ Account # _____ \$ _____ Account # _____
B. Assessment Passing Scores Received _____ <small style="margin-left: 100px;">Date</small> Assessment Receipt Received _____ for \$ _____ <small style="margin-left: 100px;">Date</small>	\$ _____ Total Reimbursement
Processed by: _____ Date: _____ Credits on file: _____	

## WOODBURN SCHOOL DISTRICT REIMBURSEMENT CRITERIA

Prior to beginning your coursework, submit this form to the District Office HR Department to be processed for approval by the Licensed Tuition Reimbursement Committee. **You will need to turn in this form a minimum of 5 weeks prior to your class start date.** The district office will retain the original. A copy of the approval will be returned to the employee by email.

At completion of the course, send documentation checklist, copy of the approval, proof of payment (itemized receipt of fees showing tuition charge) and grade report or unofficial transcript (official transcript not required) to Human Resources in order to be reimbursed.

**You must turn in your documentation PACKET within 45 days of completing the course to receive reimbursement for fall, winter or spring. For summer classes or you must turn in documentation PACKET by October 31<sup>st</sup>.**

### CBA ARTICLE 21

A. All educators shall be eligible to receive reimbursement of tuition costs and assessment costs as listed below. For each District-approved course or assessment, the District shall pay the full cost.

1. For courses or assessments needed to qualify as Highly Qualified for the educator's assignment, until the Oregon Department of Education ends the requirement.
2. For courses or assessments needed to obtain a license or endorsement required by the District for the educator's assignment or future assignment.

B. All educators shall be eligible to request reimbursement of tuition other than those in Section A as listed below:

1. For courses that increase the educator's knowledge in the subject area(s) of their current assignment.
2. For courses that increase the educator's knowledge and skill in the English, Spanish, and/or Russian language.
3. For courses that increase the educator's knowledge and skill in language acquisition.
4. For courses that increase the educator's knowledge and skill in the field of education.
5. For courses that are part of a planned educational administration program when the educator has been recommended for the program by a District administrator.

These requests will be reviewed and acted upon in accordance with District- designated procedures by a committee of Association members appointed by the Association. The Association shall keep the District informed at all times of the current Chairperson of the committee. At the beginning of each school year, all educators shall be eligible to receive reimbursement of tuition costs for up to six quarter hours, cumulative to a maximum of 18 hours. However, these hours will be reduced by any hours reimbursed under Section A above. For each approved course or assessment, the District will reimburse up to the current PSU (Portland State University) graduate rate per quarter hour.

C. The District shall pay the full cost for those courses, seminars, in-service training sessions, or other such sessions in which the educator is required to participate. However, if there is an additional cost for college credit, any such additional cost shall be reimbursed only in accordance with Sections A and B above.

D. For any and all reimbursement, the educator must provide proof of payment of tuition and/or assessment cost and proof of successful completion. This requires passing the assessment or for courses a grade of "C" or better or a "Pass" if the class is taken on a pass/fail basis. This information must be submitted to the Human Resources Office within 45 calendar days of completion of the assessment or end date of course for fall, winter and spring terms. Educators who take classes during the summer, shall not be eligible for reimbursement until after classes have commenced for the following school year. Proof of payment and proof of successful completion for summer courses must be submitted to Human Resources Office no later than October 31.