



**DANVILLE LOCAL SCHOOLS**  
**Tuition Reimbursement Application**  
**2019/2020**

Date: \_\_\_\_\_

Applicant's Name: \_\_\_\_\_

Name of University(s) (school must be a accredited school) where course work will be taken \_\_\_\_\_

\_\_\_\_\_

Title of  
Course(s): \_\_\_\_\_

Reason for taking  
course(s): \_\_\_\_\_

\_\_\_\_\_

Number of hours: \_\_\_\_\_ (Please check one) Quarter: \_\_\_\_\_ Semester: \_\_\_\_\_

Dates course will be taken

Beginning Date: \_\_\_\_\_

Ending Date: \_\_\_\_\_

Cost of Course: \$ \_\_\_\_\_

Accreditation Verified \_\_\_\_\_ Yes \_\_\_\_\_ No

Verification Source \_\_\_\_\_ Contact Information \_\_\_\_\_

\_\_\_\_\_  
Signature

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FOR OFFICE USE ONLY – DO NOT WRITE BELOW THIS LINE

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Application Received: \_\_\_\_\_ (Date)

Hours Approved: \_\_\_\_\_ Hours Qtr. \_\_\_\_\_ Sem. \_\_\_\_\_

Total Amount of Reimbursement Approved: \$ \_\_\_\_\_

Reimbursement will be paid in October 2019.

\_\_\_\_\_  
Superintendent

## DANVILLE LOCAL SCHOOLS Tuition Reimbursement Program

The Danville Board of Education recognizes that it is in the best interests of the students of Danville that the individual certified and non-certified professional staff members continue their quest for knowledge through further education. The Board has established a tuition reimbursement fund for this school year.

**Please Read carefully:**

- A. The Board of Education agrees to set aside money toward tuition reimbursement with monies allocated on a first come, first served basis determined by the date the reimbursement request form is received in the office of the superintendent.
- B. Graduate and Undergraduate Course work taken during the previous twelve months will be reimbursed **only** when a certified or non-certified staff member has been **under contract for the year immediately before and after** the course was taken.
- C. Those requesting reimbursement **must submit either official grade slips or transcripts prior to October 1** of each year in order to be eligible for reimbursement for those credits taken during the previous twelve months. Courses must be completed prior to the beginning of the upcoming school year.
- D. Only those credit hours taken in an area of benefit to Danville Schools (as determined by the superintendent) will be eligible for reimbursement. **Hours must be taken from an institution of higher education approved by the Ohio State Department of Education, Division of Certification. Verification of an accreditation is the responsibility of the staff member.**
- E. To ensure that the college course will be reimbursed, the *superintendent must approve the tuition reimbursement application before the course is scheduled to begin and the school you are attending must be accredited.* **THE COURSE WILL NOT BE ELIGIBLE FOR REIMBURSEMENT WITHOUT PRIOR APPROVAL.**
- F. **Limits**
  - 1. **15 Quarter or 10 Semester hours per individual per year**
  - 2. **\$100 per Quarter hour of graduate/undergraduate work**  
**\$150 per Semester hour of graduate/undergraduate work**