

ADMINISTRATOR & PROFESSIONAL TECHNICIAN REQUEST FOR TUITION REIMBURSEMENT

Name _____ Employee # _____

School/Department(s) _____ Position(s) _____

Home Address _____

To be eligible for tuition reimbursement you must:

- have been notified of reemployment
- have completed 1 year satisfactory service
- not be on Leave of Absence or a 110/110 contract

Courses must be:

- applicable to administrative fields or related fields
- from an approved institution
- satisfactorily completed
- submitted within 90 days of completion

Request must be accompanied by:

- Documentation of successful completion - grade slips and/or unofficial transcripts are acceptable, followed by official transcripts within 60 days
- Documentation of Tuition Payment – detailed account summary (available at the Registrar’s Office; it lists all charges and payments on your university account) or letter of verification of tuition charges and payments on official letterhead from the university’s Registrar’s Office or Continuing Education Office.

List the courses you are requesting tuition reimbursement for below:

University	Course Title & Number	Date Completed	Credit Hours Sem. Qtr.	Course Tuition

Please note:

- Submission deadline is June 30th of each year.
- All approved requests are aggregated and processed after the deadline date.
- Only tuition is eligible for reimbursement (no fees, books, etc).
- Reimbursement shall not exceed the tuition rate for the corresponding term at CU-Boulder.
- A maximum of 12 semester hours per year (July-June) are eligible for reimbursement.
- Eligible requests are paid in full or prorated to budget limitations.
- There is a five-year \$4000 cap for each administrator.

Submit request form, proof of payment, and proof of successful completion to Human Resources, 6500 E. Arapahoe, Boulder, CO 80301. The Tuition Reimbursement section of the most recent District Leadership Team Handbook is attached for your information.

Questions may be directed to Chyrisse at chyrisse.domenico@bvsd.org or 720-561-5043.

N. TUITION REIMBURSEMENT

Any administrator/professional technical employee who has completed one year of satisfactory service and who has been notified of reemployment for the succeeding year and who is not on leave of absence may apply for reimbursement of tuition incurred in study for credit at an approved institution (North Central or equivalent) of higher learning if such course is applicable to his/her administrative fields or related fields and is satisfactorily completed. Such reimbursement will be granted for a maximum of twelve semester hours (or equivalent) per year (July – June). Tuition reimbursement shall not exceed the tuition rate for the corresponding term at the University of Colorado at Boulder.

In order to receive reimbursement, employees must submit proper documentation of successful course completion and payment to the Human Resources Division within 90 days of completion of the course. Requests must be submitted no later than June 30th of each year.

In the event the total approved requests are within the budgeted dollar limitation, all approved requests will be paid in full. In the event the total of approved requests exceeds the budgeted dollar limitation, payments will be prorated.

An individual administrator/professional technical employee will not be granted more than \$4000 in any one five-year period.

Administrators/professional technical employees on leave of absence shall not be eligible for tuition reimbursement.