

TUITION/BACKGROUND CHECK/LICENSE RENEWAL REIMBURSEMENT REQUEST

To be eligible for this reimbursement, this form must be turned in to the Treasurer's Office before the first day of class.

NAME (Printed) _____ APPLICATION DATE _____

In accordance with the Negotiated Agreement between ECTA and the Board of Education of Eaton Community Schools, effective July 1, 2021 through June 30, 2022, I am applying for reimbursement in one of the following areas during Fiscal Year 2022.

_____ **A maximum of three hundred dollars (\$300) for Individual Professional Development Plan course work, workshops, or conferences.** Teachers must submit proof of payment for course work, workshops, conferences, and proof of successful completion. No grade lower than a C will be reimbursed. Paperwork must be submitted no later than September 1st of the following year after completion of course, workshop, or conference. It is the teacher's responsibility to submit proper documentation in a timely manner. Reimbursements will be made by September 30th of the following fiscal year.

Effective August 1, 2021, teachers who receive this three-hundred (\$300) for master's classes that apply to a teacher's maintenance of license will be eligible to receive his or her share of the balance of the fund on a three (3) tier allotment.

- Tier 1 – Initial \$300
- Tier 2 – Up to an additional \$1,200*
- Tier 3 – Up to 50% of remaining tuition*

** Limited to the total annual set aside amount. If the annual set aside amount exceeds the requests, reimbursements will be prorated.*

COLLEGE _____ COURSE NAME _____

COURSE NUMBER _____ TUITION FEE \$ _____

APPROXIMATE BEGINNING AND END DATES _____

_____ **A maximum of two hundred dollars (\$200) for required background check and license renewal.** Teachers must submit a receipt for background check and license renewal. Paperwork must be submitted no later than September 1st of the following year after completion of background check and/or license renewal. Reimbursements will be made by September 30th of the following fiscal year.

Background check \$ _____

License renewal \$ _____

I certify that I have at least three (3) years of teaching experience with the Eaton Community School District in order to qualify for Professional Reimbursement.

Signature of Applicant

Approved for Payment by Treasurer/Designee

Date Approved