



PLEASANT HILL SCHOOL DISTRICT NO. 1
36386 Highway 58, Pleasant Hill OR 97455
PHONE: 541-746-9646 FAX: 541-746-2537
www.pleasanthill.k12.or.us

COLLEGE TUITION APPLICATION FOR REIMBURSEMENT

Applicant: _____

Date: _____

Position and Building: _____

Teachers, please determine the following:

Priority Rating _____

1. Teachers without a 5th Year Certificate
2. Teachers with a 5th Year Certificate without a Master's Degree
3. Teachers with a Master's Degree
4. Late Applicants

Course Content Criteria:

- 1) Course is consistent with District's long-range / strategic plan for improving student learning.
- 2) Course is consistent with Consolidated District Improvement Plan for improved student learning.
- 3) Course is consistent with site council-based plan for improving student learning.

College: _____

Quarter/Term: Fall _____ Winter _____ Spring _____ Summer _____

Course Number and Title: _____ # Credits _____ Cost _____

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Course Number and Title: _____ # Credits _____ Cost _____

Reason for taking courses: _____

Upon class completion, please submit your course grade and proof of payment for reimbursement to Accounts Payable. Only tuition is reimbursable. No payment will be made for class or school associated fees. Tuition reimbursement rates are based on the current U of O equivalent tuition to credit rate.

APPROVED _____ REJECTED _____

Administrator's Signature

Date

APPROVED _____ REJECTED _____

Superintendent's Signature

Date

APPLICATION IS DUE IN THE DISTRICT OFFICE THIRTY (30) DAYS PRIOR TO THE BEGINNING OF THE COURSE.

Teachers, please determine the following:
Priority Rating_____

1. Teachers without a 5th Year Certificate
2. Teachers with a 5th Year Certificate without a Master's Degree
3. Teachers with a Master's Degree
4. Late Applicants

All applications are reviewed using the priority rating criteria.

Each term needs a separate application submitted and approved.

College: _____

Quarter/Term: Fall_____ Winter_____ Spring_____ Summer_____

Course Number and Title: _____ # Credits_____ Cost_____

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Course Number and Title: _____ # Credits_____ Cost_____

No more than 3 credits per quarter; 9 credits maximum reimbursed per year.

Upon class completion, please submit your course grade and proof of payment for reimbursement to Accounts Payable. Only tuition is reimbursable. No payment will be made for class or school associated fees. Tuition reimbursement rates are based on the current U of O equivalent tuition to credit rate.

Maximum reimbursement is based on U of O Tuition rates.

Only tuition will be reimbursed, no fees or interest.

Applications need to be completed and approved 30 days before the term starts. Your application must be approved by your building Principal and the Superintendent.

APPROVED _____ REJECTED _____

Administrator's Signature _____

Date _____

APPROVED _____ REJECTED _____

Superintendent's Signature _____

Date _____

APPLICATION IS DUE IN THE DISTRICT OFFICE THIRTY (30) DAYS PRIOR TO THE BEGINNING OF THE COURSE.

At the beginning of a new school year (July-June) tuition reimbursement application should be submitted by **September 15th** to be considered during the first round of approvals. After this time, applications are accepted on a first come basis until the budget has been expended.

IMPORTANT – Documents needed for reimbursement

- Official transcript **OR** unofficial copy of grades (email or online screenshot or unofficial transcript).
- Proof tuition was paid and received by university or college attended (cancelled check AND/OR a copy of amount activity or online account printout).

QUESTIONS?

Contact Becky Johnson, Accounts Payable Specialist

Phone: (541) 736-0799 or Extension 199

Email: bjohnson@pleasanthill.k12.or.us

Schedule: Monday – Friday, 8:00am – 3:30pm