



APPLICATION FOR TUITION REIMBURSEMENT – SUPPORT STAFF

The Board of Education is interested in hiring and retaining the most qualified employees possible. Retaining excellent employees includes investing in their potential by fostering training opportunities for all employees. As a result of this belief, the Board approved a tuition reimbursement plan for support staff.

Support staff who wish to earn college credit or take professional development courses related to their present position or a future position within the school setting, are eligible for up to \$350.00 in annual tuition reimbursement. After receiving the pre-approval of the course or seminar, the employee must earn a grade of “B” or above to be eligible for reimbursement.

The steps in the process to receive this reimbursement are as follows:

1. Apply before registration for pre-approval via the attached application for Tuition Reimbursement. Applications for pre-approval should be sent to Human Resources. Once the allocated funds are exhausted, there will be no further awards for that school year. The date stamp will determine the order of the requests. Once the course or seminar is approved, the employee may enroll. If the course or seminar is completed with a grade of “B” or above, the District will reimburse the student up to a maximum of \$350.00 per fiscal year, upon presentation of the receipt for tuition and transcript, official grade report or certificate of completion.
2. A course or seminar description should be included with the application for preapproval.
3. To be eligible for tuition reimbursement, the employee must be employed full time for the position held and be employed more than six months with the Rockwood School District. For the purpose of tuition reimbursement, full-time employment does not mean 8 hours per day, 12 months per year. School-term employees who work full time for the position are eligible.

Questions regarding tuition reimbursement should be directed to Human Resources at 636-733-2043 or 636-733-2009.

Applications should be mailed, prior to registration, to:

Human Resources
Attn: Benefits Coordinator
Rockwood School District
111 East North Street
Eureka, MO 63025

Please print or type information:

Name: _____

Street Address: _____

City: _____ Zip: _____

Telephone Number – Day: _____ Night: _____

Hire Date: _____ Employee ID# _____
(ten digit number)

Job Title: _____ Location: _____

Name of Course: _____

Date Course/Seminar Begins: _____

Cost of Course/Seminar: _____

Name of College/University/Trade School where you intend to enroll: _____

As an employee of the Rockwood School District, what benefits do you believe this course/seminar will provide you?:

Supervisor Comments: _____

Attach course/seminar description and mail before you register to:

Human Resources
Attn: Benefits Coordinator
Rockwood School District
111 East North Street
Eureka, MO 63025



Administration office use only:

Date Received: _____

Pre-approval Given By: _____

Amount of Reimbursement: _____

Date Check Sent to Employee: _____