



# Graduate Hour Reimbursement Request Form

Fort Zumwalt School District  
District Administrative Offices  
555 E. Terra Lane  
O'Fallon, MO 63366

(636) 240-2072 (636) 272-6620 Fax: (636) 272-1059

Dear Certified Staff Member:

Article XIX, "Salary Provisions" in the 2013-2018 Professional Agreement states, "The Board will pay \$150.00 per graduate hour or the actual cost of the graduate hour, if the cost is less than \$150 per hour, for the duration of the Agreement for graduate courses taken by a Certified Staff Member. Only graduate work from an accredited college or university shall be considered."

The certified staff member shall submit a report card or transcript; a receipt stating the cost charged for the course along with a completed request form to the district office after the course is completed. Prior to the reimbursement period, appropriate forms will be distributed to each building for use in requesting graduate hour reimbursements.

*(The maximum amount that a Certified Staff Member may receive in any one year (July 1, 2015 to June 30, 2016) is \$1,250.00 for the duration of the agreement.)* The reimbursement periods for the above-designated year are in October, February and June. All graduate credit should be included in the reimbursement request immediately following the earning of such credit.

### Guidelines for Submitting

1. Complete and return this form to the Personnel Department by the due date listed below.
2. A receipt copy or statement copy from the College/University must be attached stating amount charged for course(s).
3. A report card or transcript must be attached for verification.

- **OCTOBER PAYMENT:** The course work must have been completed after May 1, submitted to the Personnel Dept. by September 15 (Presented at October board meeting) and you must be a RETURNING CERTIFIED STAFF MEMBER. *(All Certified Staff Members are eligible for receiving graduate hour reimbursement for February and June.)*
- **FEBRUARY PAYMENT:** The course work must have been completed after September 1 and submitted to the Personnel Dept. no later than January 15. (Presented at February board meeting)
- **JUNE PAYMENT:** The course work must have been completed after January 1 and submitted to the Personnel Dept. by June 1. (Presented at June board meeting.)

*\*Please note that payments are sent to each building the day after the monthly board meeting approves reimbursement*

## PLEASE PRINT

Name: \_\_\_\_\_

SS#: X X X - X X - \_ \_ \_ \_

Building: \_\_\_\_\_

Assignment: \_\_\_\_\_

I am requesting reimbursement for \_\_\_\_\_ graduate hours completed.

Credit Hours	Course Title	College/University	Month/Year Completed

**REQUIRED ATTACHMENTS:**  Receipt or Receipt Copy (cancelled checks *not* acceptable) **AND**  
 Report Card or  Official Transcript (original or copy acceptable)