



## CLAYSBURG-KIMMEL SCHOOL DISTRICT

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### TUITION REIMBURSEMENT POLICY

The employer shall pay up to the rate of Penn State cost per graduate credit at the time the course is taken, toward the tuition for graduate work, to members of the bargaining unit under the following conditions:

- a. Prior, written approval of the Superintendent is required. Courses taken without written approval of the Superintendent are not reimbursable.
- b. The employee must remain an employee of the Claysburg-Kimmel School District during the following year.
- c. Proof of payment by the employee must be presented to the superintendent.
- d. Proof of satisfactory completion of the course must be presented to the superintendent. Grade equivalent of B or better required for reimbursement.
- e. Proof of the above should be presented by June 15 for spring semester work, October 15 for summer semester work, and by February 15 for fall semester work.
- f. A maximum of 12 graduate credits may be reimbursed for an individual in any one school year.
- g. Credits paid via scholarship, federal grant, or by any means other than self are not reimbursable.
- h. Courses directly related to present teaching assignment or advanced degree are reimbursable. Courses taken outside one's field are generally not reimbursable.
- i. Reimbursement will be made as follows:
  - a. Permanent Professional Employees: 100% of the actual cost up to the current PSU tuition rate for credits 1-12 per fiscal year.
  - b. Temporary Professional Employees: 75% of the actual cost up to the current PSU tuition rate for credits 1-6 per fiscal year; 50% of the actual cost up to the current PSU tuition rate for credits 7-12 per fiscal year.