

## **CISD TUITION/ BOOK REIMBURSEMENT POLICY**

TUITION/ BOOK/ COURSE FEE REIMBURSEMENT POLICY FOR PROFESSIONAL DEVELOPMENT.

CISD encourages and promotes University course work and training, especially coursework that is necessary to obtain or maintain New Mexico state licensure.

To be eligible for reimbursement a course (s) must be pre-approved by the Superintendent.  
**A purchase order must also be in place.**

CISD will reimburse CISD employees 100% for tuition, book expenses, and any associated lab or course fees at an accredited in-state university or college upon the successful completion of the courses with a passing grade of "C" or better.

CISD will only reimburse at the University of New Mexico rate of tuition at an accredited out-of-state university or college. This would also include correspondence and/ or online courses. Maximum course load is 6 hours per semester.

CISD will not reimburse any university or college tuition or book expenses if an employee resigns or is terminated from CISD before the end of the course (s) or fails to successfully complete and earn credit in the course (s).

**Tuition reimbursement is contingent upon the availability of funding.**

**A course approval form must be submitted before courses begin along with a purchase requisition. Courses must relate to employee's job and job description with the district.**

# CISD COURSE APPROVAL FORM

Employee: \_\_\_\_\_ Institution: \_\_\_\_\_ Semester/Year: \_\_\_\_\_

**Class Information:**

CLASS/COURSE CODE & NAME	# OF CREDITS	UNM COST	ACTUAL COST
_____	_____	_____	_____
_____	_____	_____	_____

**Books & Lab Fees:**

DESCRIPTION	ACTUAL COST
_____	_____
_____	_____

TOTAL COST \$ \_\_\_\_\_

To Obtain Reimbursement:

A PURCHASE ORDER MUST BE IN PLACE PRIOR. IN ADDITION, CISD EMPLOYEE MUST SUBMIT PROOF OF THE COST OF COURSE(S) AND BOOK(S) IN THE FORM OF ITEMIZED RECEIPTS THAT INCLUDE THEIR NAME AND DATE. AN UNOFFICIAL TRANSCRIPT IS ALSO REQUIRED AS PROOF OF PASSING COURSE(S) WITH A "C" OR BETTER.

Employee signature below verifies that the following statements are true:

- I have read and understand the board policy regarding Tuition Reimbursement.
- I received no financial assistance from other sources that would duplicate CISD assistance.
- After completion of each quarter/semester, I will send evidence of satisfactory completion (grades, transcripts) to the CISD Central Office along with itemized receipts for books and/or tuition. If I do not complete a course, or receive a grade D, F, or U, I will not be reimbursed.
- I have provided complete and accurate information on this application. If I do not comply with all guidelines, I may be ineligible to receive tuition reimbursement.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Superintendent Signature: \_\_\_\_\_ Date: \_\_\_\_\_