

**WAYLAND UNION SCHOOLS**  
**Teacher Tuition Reimbursement Request Form**  
**2023-2024**

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Requested by \_\_\_\_\_ Tuition Cost \_\_\_\_\_

Position \_\_\_\_\_ Date \_\_\_\_\_

Credits toward MA (if applicable) \_\_\_\_\_ Current pay step and lane \_\_\_\_\_

Level of Teaching Certificate:      STANDARD \_\_\_\_\_      PROFESSIONAL \_\_\_\_\_

Educational Institute \_\_\_\_\_

Course Name \_\_\_\_\_ Number of Credits \_\_\_\_\_

Description of Course \_\_\_\_\_

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Amount Requested (max of \$673 per hour): \$2019.00 max for 3 hours    \$ \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**NOTE: You must attach proof of payment and your grade report or official transcript.**

**Account number:**      (\_\_\_\_) 11-1-221-2310-000-0000-0000 Tuition Reimbursement

Teachers who do not possess a continuing or professional certificate shall be reimbursed for up to 3 credits a year **not to exceed \$673.00 per credit hour** (85% of Grand Valley State University's 2023-2024 rate of \$792.00 per credit hour) upon proof of satisfactory completion of the credits. Those possessing professional certification can be reimbursed up to 6 credits every five (5) years.

**The above information has been reviewed. Request for REIMBURSEMENT is:**

\_\_\_\_\_ Approved for \$ \_\_\_\_\_

\_\_\_\_\_ Denied

\_\_\_\_\_  
Tim Reeves, Superintendent

\_\_\_\_\_  
Date

# **WAYLAND UNION SCHOOLS**

## **Teacher Tuition Reimbursement Program**

1. Teachers who have a provisional teaching certificate, not exceeding eighteen (18) credits, and are working toward a professional certificate, shall be reimbursed for up to three (3) credits per year not to exceed 85% of the GVSU fall graduate rate upon proof of satisfactory completion (grade of a B or better) of the credits, official grade reports, payment documentation, and tuition reimbursement request form may be submitted for payment upon completion of a course by May 15<sup>th</sup> and must be received in the Business Office no later than June 1<sup>st</sup>. All payments will be paid upon receipt of proper documentation and will be paid on a first come first serve basis until the allotted funds are exhausted. Those teachers requiring an extension of their provisional certificate are not eligible for reimbursement for any additional credits until they obtain the professional certificate.
2. Funds remaining after teachers working toward their professional certificates have been reimbursed will be used for all other employees who are eligible to be reimbursed up to six (6) credits every five (5) years (not to exceed three (3) credits per year), and not to exceed 85% of the GVSU graduate rate, upon proof of satisfactory completion (grade of a B or better) of the credits. Coursework must support District instructional programming as determined by the building principal, Assistant Superintendent of Instruction, and the Superintendent. Official grade reports and payment documentation may be submitted throughout the year and must be received no later than June 1<sup>st</sup>. These payments will be paid after June 1<sup>st</sup> and will be paid on a first come first serve basis (determined by the date documentation was received in the Administration Office) until the remaining allotted funds are exhausted.
3. The District shall be liable for no more than \$16,000 in any school year. All employees eligible for reimbursement shall submit official grade report and payment documentation. The employee receiving tuition reimbursement must be contracted for the following school year in order to receive reimbursement. Employees leaving the district before the beginning of the following school year shall refund the District for the tuition reimbursement received.