

**FRONTIER LOCAL SCHOOL DISTRICT
FISCAL PROCEDURES FOR TUITION REIMBURSEMENT**

The LPDC is the agent for tuition reimbursement for the Frontier Local School District. Any teacher that plans to apply for tuition reimbursement must follow the steps listed below to receive the reimbursement. The applicant must have been in the bargaining unit a minimum of three (3) years immediately preceding the application.

- Step 1 A completed and approved Individual Professional Development Plan (IPDP) must be on file with the LPDC.
- Step 2 Pre-approval of University/College coursework is required for tuition reimbursement.
- Step 3 You must complete the Tuition reimbursement Pre-Approval/Approval form below.
- Step 4 Please send the necessary forms to the LPDC to Frank McCreery at Frontier High School. The necessary forms must be sent through the U.S. Postal System. Please acquire a certificate of mailing. This certificate of mailing will document the date the necessary forms were mailed.

**TUITION REIMBURSEMENT
PRE-APPROVAL/APPROVAL FORM**

Name _____

Social Security Number _____

School _____

Certification _____

University/College _____

Dates of class _____

Course Title and Number _____

Number of Hours _____ Semester _____ Quarter _____

Cost Per Hour _____ Total Cost _____

After completion of the class, please forward this form accompanied by the official grade issued by the educational institution indicating the completion of the course with either a grade of "A" or "B" or verification of "pass" if the approved course is an ungraded pass/fail class along with a billing invoice from the college or university to the Treasurer's office located at Frontier High School.

Request 1 _____ Request 2 _____

Frontier LPDC Official Seal LPDC _____
Superintendent _____

Frontier Local School District Tuition Reimbursement Guidelines

All first and second tuition reimbursement requests **must** be postmarked between July 1 and June 30 of the fiscal year the class was taken. Please follow steps 1-4 on the LPDC tuition reimbursement form (page #25) in the revised LPDC handbook.

All requests for the second tuition reimbursement during the same fiscal year will be held and acted on after June 30, pending the availability of tuition reimbursement funds.