

MABANK INDEPENDENT SCHOOL DISTRICT
POTENTIAL TEACHER PROGRAM
COLLEGE TUITION REIMBURSEMENT REQUEST
(\$1,500 MAXIMUM REIMBURSEMENT PER FALL AND SPRING SEMESTER)

Tuition reimbursement approval is conditional upon the following:

- Must be a current MISD employee
- Must be actively enrolled/registered in coursework at the beginning of the Fall and Spring semesters
- Must submit completed tuition reimbursement request with supporting documents before January 31st (Fall Semester) or June 30th (Spring Semester)
- Tuition reimbursements are designated for degree plans that will transition to a teaching certification
- Reimbursement is contingent upon successful completion of college coursework and continued employment

Printed Legal Name: _____

College Attended: _____ Area of Study (Major): _____

Semester Attended (circle one): FALL / SPRING Semester Year: _____

Semester Tuition Expense*: _____ Hours Completed*: _____

Supporting Documentation Attached (circle one): YES / NO

Signature: _____ Date: _____

*** Receipt of payment and unofficial transcript must be remitted with Reimbursement Request Form supporting the request for tuition reimbursement to MISD Human Resource Department. ***

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OFFICE USE ONLY

Human Resources
Approval Signature: _____ Date: _____

Business Office
Approval Signature: _____ Date: _____

Account Code: _____ Invoice #: _____

Initials	Acknowledgement Statement
	I understand the tuition reimbursement is for the purpose of becoming a certified classroom teacher.
	I understand the tuition reimbursement is to assist in tuition cost for degree coursework.
	I understand that I must provide receipt of tuition payment and transcript records by the specified deadline to qualify for tuition reimbursement.
	I understand the tuition reimbursement will reimburse up to \$1500 for fall and up to \$1500 for spring semesters at specific intervals after providing record of successfully completing degree coursework.
	I understand that I must be an active MISD employee to receive the tuition reimbursement.
	I understand that I am expected to commit a minimum of two years to MISD in a teaching assignment after completing my degree.

Attestation:

I hereby certify that I am aware of the tuition reimbursement expectations and that all records I provide for consideration will be true and accurate. I further understand the purpose of the reimbursement program is to assist me in becoming a professional teacher committing a minimum of two years' service as a classroom teacher to the students of Mabank ISD.

Signature: _____

Date: _____