

TUITION REIMBURSEMENT SUMMARY

- Completion of courses offered by accredited universities, colleges, community colleges, trade schools, or district in-service courses.
- TR will equal 30% of total tuition or \$45.00 per credit hour, whichever is more.
- \$15.00 for MPS District In-service courses.
- Maximum of 12 credit hours per fiscal year.
- Submit PARF **PRIOR** to first class session!!!
- Needed on PARF:
 - (1) Name of education institution
 - (2) Title of number of course
 - (3) Dates of classes
 - (4) Number of credit hours
 - (5) “Request for tuition reimbursement”
- Need a copy of receipt showing tuition was paid **PRIOR** to final class session and official transcript **PRIOR** to June 30 of each year.
- Appeal process is available through Kevin J. Mendivil, Director of Certificated Personnel