

## Tuition Reimbursement Guidelines

- To receive reimbursement, the TAWLS member must submit a reimbursement form, an itemized receipt and a transcript or grade card (both must have the TAWLS member's name printed on them) with a grade of C or better.
- All of the above must be submitted to the TAWLS tuition reimbursement representative by September 15<sup>th</sup> to receive reimbursement, no exceptions.
- Receipts must show the amount that was paid for a class, not just how much the class cost.
- If classes are paid for and completed (and transcripts are received) before Sept. 15<sup>th</sup>, they may be submitted for reimbursement that same year. If transcripts are not available due to the class just finishing, the course is to be submitted the following year.
- The cost of a class is to only include general fees and tuition. (No legal fees, parking, technical fees or books may be included.)
- Vouchers and/or scholarships given to a teacher by a University (for having a student teacher, for example) cannot be included as part of the total amount paid for a course. Only the actual amount paid by a TAWLS member for a class can be submitted for reimbursement.
- The total amount of the reimbursement fund will be divided by the total number of credit hours submitted by TAWLS members to arrive at an amount that will be reimbursed per credit hour.
- Reimbursement checks will be issued by October 31<sup>st</sup>.
- Proficiency tutors do not qualify for tuition reimbursement. This section of the contract does not apply to their position.
- See page 30 of the Master agreement for more information.