

DUNCAN PUBLIC SCHOOLS ENCOURAGES



CONTINUING EDUCATION

Tuition reimbursement is one of the benefits extended to certified employees of Duncan Public Schools. This benefit allows employees to continue in professional and academic growth activities while reducing the cost of course work. The maximum reimbursement is \$1,000.00 for a 5 year block.

- Reimbursement request form can be found on our website under the Business and Finance Department or at the following link;
https://s3.amazonaws.com/scschoolfiles/704/tuition_reimbursement_form_professional_improvement.pdf
- Complete the form and attach a transcript
- Return the paperwork to payroll

2021-2022
PROFESSIONAL IMPROVEMENT CREDIT HOUR TUITION
REIMBURSEMENT REQUEST

POLICY: Maximum reimbursement is \$1000.00 for 5 year block

Date: _____ Teacher's Name _____

Mailing Address _____ City _____ State _____ Zip Code _____

School Site: _____ Teaching Assignment _____

University Attended _____

Course Number(s) _____

Course Name(s) _____

Number of Credit Hours Claimed: _____

Date(s) Enrolled in Course(s): _____

Date(s) Completed Course(s) _____

Tuition Amount Claimed Per Credit Hour: _____

Total Payment Claimed (Tuition amount only – do not include parking fees, college fees,
etc): \$ _____

Teacher's Signature

**TRANSCRIPT OR GRADE SLIP MUST ACCOMPANY THIS REQUEST FORM
FOR REIMBURSEMENT.**

.....
FOR OFFICE USE ONLY:

Amount claimed for _____ credit Hours = \$ _____

Payment Approved By : _____

If reimbursement paid, is not the same as Tuition Claimed State the cause of difference:
