

TUITION REIMBURSEMENT GUIDELINES

1. Tuition Reimbursement is disbursed once per fiscal year for the previous Fall, Spring and Summer semesters.
2. The amount of reimbursement is based on SIUE's current tuition rate. Fees are not included.
3. The total payout is based on the amount agreed upon in the current contract and if the total exceeds that amount all tuition reimbursements will be prorated.
4. Teachers are limited to one college course per semester except during the summer.
5. Notice of Tuition Reimbursement is posted in all buildings by September 1 of each school year. The staff has approximately 45 days from September 1 (due date is included on posting) to turn in a copy of their report card or transcript, proof of payment (either front/back copies of cancelled checks or the official document from the bursar's office at the university, and a completed tuition reimbursement form (located in each school office).
6. Reimbursement checks will be disbursed the day after the November Board Meeting.
7. Guidelines for Non Certified and Non Union Staff are per each bargaining unit's contract. Contact your building principal if you have questions.