

**Licensed Staff Tuition Reimbursement Schedule  
(Article 22)  
Summer 2016 through Summer 2017**

<b><u>Term</u></b>	<b><u>Application Deadline</u></b> (Applications must be complete and signed by building administrator before submitting)	<b><u>Reimbursement Deadline</u></b> (A copy of grades and receipt of payment turned in to Superintendent's Office by this date)
<b>Summer 2016</b>	First work day in March to noon Friday of the second week in May <b>03/01/16 to 05/13/16</b>	No later than the first work day in October <b>10/03/16</b>
<b>Fall</b>	First work day in August to noon the second Friday in September <b>08/23/16 to 09/09/16</b>	No later than the first work day in February <b>02/01/17</b>
<b>Winter</b>	First work day in December to noon the second Friday in January <b>12/01/16 to 01/13/17</b>	No later than the first work day in May <b>05/01/17</b>
<b>Spring</b>	First work day in February to noon the second Friday in March <b>2/01/17 to 03/10/17</b>	No later than the first work day in June <b>06/1/17</b>
<b>Summer 2017</b>	First work day in March to noon Friday of the second week in May <b>03/01/17 to 05/12/17</b>	No later than the first work day in October <b>10/02/17</b>

**There is a specific amount of money available for tuition reimbursement each term, so reimbursement in on a “first come, first served” basis as long as there is money. Please read your contract for further information regarding tuition reimbursement. The current reimbursement forms should be available in your school office. If not, please notify the Office of Student Achievement. Each teacher is limited to reimbursement for 9 quarter or 6 semester credits per fiscal year.**