

**Licensed Staff Tuition Reimbursement Schedule
(Article 22)
Summer 2017 through Summer 2018**

<u>Term</u>	<u>Application Deadline</u> (Applications must be complete and signed by building administrator before submitting)	<u>Reimbursement Deadline</u> (A copy of grades and receipt of payment turned in to Superintendent's Office by this date)
Summer 2017	First work day in March to noon Friday of the second week in May 03/01/17 to 05/12/17	No later than the first work day in October 10/02/17
Fall	First work day in August to noon the second Friday in September 08/22/17 to 09/08/17	No later than the first work day in February 02/01/18
Winter	First work day in December to noon the second Friday in January 12/01/17 to 01/12/18	No later than the first work day in May 05/01/18
Spring	First work day in February to noon the second Friday in March 2/01/18 to 03/9/18	No later than the first work day in June 06/1/18
Summer 2017	First work day in March to noon Friday of the second week in May 03/01/18 to 05/11/18	No later than the first work day in October 10/01/18

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, and are on the curriculum tab at susd.k12.or.us. Please notify the Office of Student Achievement if you need assistance in locating a form. Each teacher is limited to reimbursement for 9 quarter or 6 semester credits per fiscal year.