

Clovis Municipal Schools Guidelines for Tuition Reimbursement for Master's Degree

Program Guidelines

- Individuals seeking reimbursement must be licensed employees reported on the annual T & E index.
- Individuals seeking reimbursement must make a 3.0 or higher on a 4.0 scale, for each class for which they are seeking reimbursement.
- Coursework must be taken at an accredited college/university AND must be part of the individual's first master's degree program.
- Individuals who receive reimbursement agree to work for CMS for 3 years AFTER completion of their degree if such employment is offered.
- Individuals who receive reimbursement and do not complete a master's degree, or leave the District prior to completion of 3 years, will repay the district the total amount awarded.
- Reimbursements are calculated at \$100 per credit hour earned. Every qualified applicant will receive 3 credit hours of reimbursement (\$300) before any subsequent reimbursements will be made.
- The total number of credit hours reimbursed will be dependent upon funds available.
- If the amount of available funds is not sufficient to reimburse each applicant the full \$100 per credit hour (\$300 per 3 credit hour class), then the available funds will be distributed in equal amounts.
- Reimbursements will only be awarded if funds allow each applicant to receive at least a minimum of \$100 per reimbursement.
- During the 11-12 school year, the first round of applications for reimbursement will be accepted between August 1, 2011 and September 15, 2011. The second round of applications will be accepted between December 1, 2011 and January 15, 2012. The third round of applications will be accepted between May 2, 2012 and June 15, 2012. Official transcripts, in university sealed envelopes, must be attached to all applications.

Tuition Reimbursement for Master's Degree Application

Name:	Site:
SS #:	Current Position:
I am requesting reimbursement for the following # of credit hour taken during the _____ semester:	

Official transcripts, in university sealed envelopes, must be attached to this application.

I understand the program guidelines and I agree to reimburse Clovis Municipal Schools the total amount awarded if I do not meet the guidelines.

Signature: _____ Date: _____