

**PIQUA CITY SCHOOLS  
APPLICATION FOR REIMBURSEMENT FOR  
COURSE PURSUANT TO EDUCATIONAL ASSISTANCE PLAN**

Staff Member: \_\_\_\_\_ Social Security Number: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Position: \_\_\_\_\_ Building: \_\_\_\_\_ School Year: \_\_\_\_\_

*I hereby apply to be reimbursed up to **\$150.00 per semester hour** (or the equivalent) for successful completion of the following courses taken during the period of:  
January 16 to September 15 (due 9/15, to be paid after board approval) or  
September 16 to January 15 (due 1/15, to be paid after board approval)  
Maximum amount to be paid: 12 Semester Hours/\$1800 in one school year*

Course Start Date	Course Completion Date	Course Number/ Name	Institution Name	Course Cost	Semester Hours Completed	Amount Due (\$150 per semester hour)
				\$		\$
				\$		\$
				\$		\$
				\$		\$
				\$		\$
				\$		\$

Staff Member's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please indicate if you will be moving up on the salary table to: \_\_\_BS+15\_\_\_ Five Year \_\_\_MA\_\_\_ MA+10 \_\_\_MA+30

**CHECK LIST**

**Please return the following items to the Treasurer by due date as stated above**

\_\_\_\_\_ **Completed Application Form**

\_\_\_\_\_ **Proof of Payment**

**a. Cancelled check or statement from the Bursars Office**

\_\_\_\_\_ **Evidence that the course was completed**

**a. Grade Report**

**b. Transcript – only needed if moving over a column on salary table**

Your request for reimbursement has been reviewed. Based on the information you have provided, your claim is:

\_\_\_\_\_ Approved \$ \_\_\_\_\_

\_\_\_\_\_ Denied for the following reasons

\_\_\_\_\_

\_\_\_\_\_

PIQUA CITY SCHOOL DISTRICT:

Reviewed by: Jeremie Hittle, Treasurer/CFO

\_\_\_\_\_ Date

## **Commonly asked Questions and Answers**

- **Q: I submitted my Reimbursement Application form but I haven't seen the money yet.**
  - A: Reimbursement checks are generated once the board approves the payment. The Board takes action at the September board meeting for applications submitted between January 16<sup>th</sup> and September 15<sup>th</sup>. The Board takes action at the January meeting for applications submitted between September 16<sup>th</sup> and January 15<sup>th</sup>. Once approved by the Board, a check is cut and mailed within a few days.
- **Q: I submitted my application and will be moving to a new salary column. However, my salary notice for the new year still has me at my current column.**
  - A: Column changes take place after Board approval. If an employee will be moving salary columns for the upcoming school year (application turned in between January 16<sup>th</sup> and September 15<sup>th</sup>) their salary notice will still be at their current level when it goes out in July. Once the board approves the move in September, the employee will receive an updated salary notice along with their raise. The raise will be retro-active back to the start of the school year.
- **Q: I am moving salary columns mid-year. What does that mean for my salary?**
  - A: Mid-year column changes will receive the eligible raise at 50% of the difference in current versus new pay. Once approved at the January meeting, the new salary will go into place in February.
- **Q: What are the requirements for the transcript to be able to move columns?**
  - A: The transcript should be an official paper one mailed directly from the university/college to the Treasurer's office. If the university does not offer a paper format, digital will work and should be emailed to [glazierm@piqua.org](mailto:glazierm@piqua.org).
- **Q: I missed the deadline to turn the form in. What happens now?**
  - A: The deadline for application turn in is strict. While we cannot reimburse courses for a late application, we can still apply the completed hours towards the employee's file.