

Appendix	Public Policy and Procedure Manual Approving Authority: Morris Area Public Library District Board of Trustees
	Tuition Reimbursement Form Issued: 01/05/2010 Reviewed and Revised: 10/05/2011

I, _____, request tuition reimbursement under the MAPL District’s Staff Development and Expense Reimbursement policy. I understand that the Board of Trustees, in its sole discretion, may authorize payment of the tuition for college-level courses if:

- Proof of successful course completion (C average or higher) will be submitted in writing with this form.
- The courses provide direct value to the Library (i.e., promote Library science theories and skills and/or are directly relevant to assigned job duties), and funds are available in accordance with the Library budget
- To qualify for reimbursement the following documents must be attached
 - Current application (new form per academic cycle)
 - Name of educational Institution
 - Name of courses
 - Number of credit hours per class (no more than six (6) credit hours per cycle)
 - Cost per credit hour (MAPL will pay no more than the cost per credit hour at U of I)
 - Attached unofficial transcript for each academic cycle
- Reimbursement will be paid according to staff scheduled tiers (appropriate tier initialed by supervisor)

Reimbursement tiers:

- TIER 1 (32-40 hours per week): 100% _____
- TIER 2 (16-31 hours per week): 75% _____
- TIER 3 (1-15 hour per week): 50% _____

I understand that if my employment is terminated with the Library within 12 months after completion of the course, I will not be reimbursed for the tuition.

Employee Signature

Date

Supervisor Signature

Date

Director Signature

Date

Submitted to the Board of Trustees on: _____

Submitted by: _____

Approved? (Circle One): Yes No

Decision dated: _____

Payment Information: _____

Separated from MAPL? (Circle One): Yes No

Terminated on: _____