



Coshocton Office

23640 Airport Rd., Rm. 58  
 Coshocton, Ohio 43812  
 Phone: 740.622.2924  
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New Lexington Office

1605 Airport Rd.  
 New Lexington, Ohio 43764  
 Phone: 740.342.3502  
 Fax: 740.342.1961

Zanesville Office

205 N. 7<sup>th</sup> St.  
 Zanesville, Ohio 43701  
 Phone: 740.452.4518  
 Fax: 740.455.6702

www.mvesc.org

## TUITION REIMBURSEMENT APPLICATION

Name: \_\_\_\_\_

Date of Request: \_\_\_\_\_

College/University Attending	Course Number	Course Title	Credit Hours		Date Course Begins	Date Course Ends	Course Cost
			Sem.	Qtr.			
<input type="checkbox"/> Muskingum University		_____					
<input type="checkbox"/> Ohio University		_____					
<input type="checkbox"/> Zane State College		_____					
<input type="checkbox"/> Other: _____		_____					

This course supports my teaching/work-related skills and will benefit MVESC because: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Tuition Reimbursement: A maximum of \$750.00 is awarded per fiscal year (July 1 through June 30) for qualifying coursework.**

**To be reimbursed for the course you must:**

1. *Before the class begins:* File application for tuition reimbursement
2. *After the class ends:*
  - a. Present evidence of having satisfactorily completed the course
  - b. Present receipt for fees to district center within **45 days** of completion of the course

Signature: \_\_\_\_\_  
Applicant Date

Approved By: \_\_\_\_\_  
ESC Superintendent OR designee Date

**OFFICE USE:** Date Request Received: \_\_\_\_\_

Requisition Requested: Amount: \_\_\_\_\_ Requisition # \_\_\_\_\_

Date Reimbursement Processed: \_\_\_\_\_ Amount: \_\_\_\_\_

Authorize Reimbursement: – Purchase Order # \_\_\_\_\_



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## **Professional Staff Development Opportunities and Reimbursement Guidelines**

Today's dynamic and rapidly changing society, with its tremendous accumulation of new knowledge and the attending obsolescence in some areas of practice, makes it important that all staff members – teachers, clerical, technical, operations, maintenance, and administrative be encouraged to participate in a program of professional and technical growth to help insure a quality educational program for students of Muskingum Valley schools.

It is in the interest of the Muskingum Valley Governing Board to encourage such professional development by adoption of appropriations for such purposes.

Each staff member of Muskingum Valley Educational Service Center is encouraged to engage in a program of professional growth and will be reimbursed according to established guidelines.

1. MVESC appropriates an amount for each fiscal year (July 1 – June 30) for tuition reimbursement.
2. Guidelines for participation in the program include:
  - a. The staff member must file a written application within 30 days of the start of the course with the Assistant Superintendent or Superintendent.
  - b. Reimbursement of up to \$750.00 per year for approved credit at accredited colleges or universities. Location of the course is not relevant.
  - c. Courses must benefit the staff member's teaching related skills and benefit the district.
  - d. Staff members, at the conclusion of the course, must give evidence of attaining a B or better in the course and receipt of paid fees. This information must be presented to the Assistant Superintendent or Superintendent within 45 days of course completion.
  - e. All reimbursement will be on a first-come, first-serve basis and the staff member will be reimbursed when all of the above conditions have been met.