

**Festus R-6 School District
Graduate Hours Beyond Master's Degree
Professional Development Form**

NAME: _____ DATE: _____

Program Description: _____

College/University: _____

Are you pursuing a Specialist or Doctorate: Yes _____ No _____

If so, how many hours are required for completion: _____

Please describe the program:

Approved for payment of 18 graduate hours/3 years (effective July 1, 2021): Date _____

Not approved: Date: _____

A LETTER OF ACCEPTANCE TO THE PROGRAM AND A LIST OF REQUIRED COURSES FROM THE COLLEGE OR UNIVERSITY ADVISOR MUST BE ATTACHED!

REPAYMENT OF TUITION ASSISTANCE

Participants in this program agree through their signature when requesting tuition assistance that reimbursement received through this program will be repaid to the Festus School District at the prorated rate described below upon resignation from the district.

A repayment schedule will be determined at the time the employee leaves the district and will be outlined in a contract which should be fulfilled within a three-year period. Repayment of tuition assistance will be waived on any course(s) required by the district (such requirement must be documented). Repayment of tuition assistance will be waived for any staff member who retires with benefits from the Public Schools Retirement System of Missouri.

Cases of unusual circumstances shall be decided by the superintendent subject to Board approval.

Staff members who do not remain with the District for two (2) years after receiving tuition assistance will be required to refund all or part of that tuition assistance received within three (3) years of their resignation date as follows:

- Refund all tuition assistance received the year immediately preceding termination date.
- Refund 50% of tuition assistance received the second year, preceding termination date.

Superintendent/Assistant Superintendent

Employee requesting repayment of Tuition Assistance