

Date _____

CLAIBORNE PARISH SCHOOL BOARD

P.O. Box 600 Homer, LA 71040

INVOICE FORM

Pay To _____

Name

Address

(Transfer total from Expenses/Reimbursement Claim Form)

Tuition

School: _____

Fund: Title _____

Account: Tuition _____

Principal Signature: _____

Total

Supervisor, Title II, CPSB Date

Expenses/Reimbursement Claim

Name _____ Position _____

School _____ Date _____

Claim Date	Claim Item	Amount
	F W Sp Su Tuition	

Total _____

Student's Signature _____

Note: On Claim Items, be specific: i.e. (Attach copy of expense slip or receipt for registration)

TUITION REIMBURSEMENT AGREEMENT

This agreement is made this ____ day of _____, 20__, by and between the Claiborne Parish School Board and the undersigned employee. This agreement is a binding legal document and sets forth the duties and obligations of each party regarding its contents. Nothing in this contract should be construed to alter, modify, amend, or rescind any employment obligations, duties, powers, or services mutually held or exercised by the Claiborne Parish School Board and the undersigned employee. Moreover, nothing in this agreement should be construed to limit the school board's authority under Title XVII of the Louisiana Revised Statutes, including, but not limited to, Louisiana Revised Statutes 17:81 et al, 17:422 et al, and 17:441 et al

1. EMPLOYEE INFORMATION

Name _____ Position _____

Claiborne Parish School Board may reimburse Employee for up to \$_____ for course work completed during a school year (June 30-July 1) for which approval has been granted under the following conditions:

- A. The employee seeking reimbursement will be reimbursed only for courses that enable the employee to meet qualification and certification requirements applicable to their area of teaching or school board needs;
- B. The employee seeking reimbursement shall complete the course with a grade of "C" or better in undergraduate courses, "B" or better in graduate courses, or passing grades in pass/fail courses (no reimbursement will be made for audited or incomplete course work);
- C. The employee seeking reimbursement must have had the course work pre-approved by _____ for reimbursement to insure that the course in question meets the standards stated in part 1 above.

Reimbursement shall be made for tuition only and does not include any ancillary fees, expenses, or costs for items such as books, parking, travel, lodging, meals, transcript fees, technology fees, or any other non-tuition costs.

2. COURSE INFORMATION

Name of university, college, or other institution offering course: _____

Name of course(s) taken: _____

Total credit hours for course(s) listed above: _____

Total tuition for course listed above: _____

You must attach:

- A. A written plan of study prepared by the institution; and
- B. An original invoice or bill for tuition cost.
- C. A formal document from the university from which the applicable course work has been earned listing any and all financial aid obtained by the undersigned employee and applied to the tuition for the course work for which reimbursement from the Board is being sought.

3. SETOFF

The school board reserves the right to receive a credit for any other financial aid granted the undersigned employee in obtaining the course work for which reimbursement is sought against its obligations of reimbursement to the employee for that course work.

4. DUTY OF PAYMENT

Nothing in this document shall be construed as obligating the Claiborne Parish School Board to directly pay the tuition expenses of the undersigned employee to the educational institution providing the employee's course work. The duty of paying tuition for such course work remains always with the undersigned employee.

5. TRANSCRIPT REQUIREMENT

The Board will reimburse the employee for tuition expenses only when the employee submits complete and official documentation, i.e., original grade reports, receipts, or online transcript (no photocopies or faxes) showing a grade allowing for reimbursement under the conditions stated above.

6. REPAYMENT UPON EARLY RESIGNATION

The undersigned employee acknowledges that, in consideration for the Board's reimbursement of his/her tuition, the employee assumes the obligation of continuing employment with the Board for a minimum of two (2) school years following the completion of the course work outlined above.

The undersigned employee agrees to repay the Board 100 percent of all reimbursed expenses if he/she voluntarily resigns within one year after completing any course for which he/she was reimbursed, and 50 percent of such costs if he/she voluntarily resigns after one (1) year has lapsed, but within two (2) years after completing any course for which he/she was reimbursed. In the event that the employee is involuntarily discharged, for cause, the employee will immediately become liable for the full repayment of any tuition cost reimbursed by the Board.

The undersigned employee hereby agrees to pay any and all balances due at that time to the Board in full upon demand. In the event payment in full is not made upon demand, the undersigned employee knowingly and voluntarily authorizes the Board to deduct from his/her wages any amount owed by him/her to the Board under this agreement. Such failure to pay will also be regarded as insubordination and willful neglect of a duty that is owed to the school board. Upon referral of this debt by the Board to an attorney, the undersigned employee further agrees to pay reasonable attorney fees, court costs, and collection costs, in addition to the balance owed.

Employee's Signature

Date

Supervisor's Signature

Date

Superintendent's Signature

Date