


Tuition Fees and Reimbursement

Article IV, Section 4.4 of the Helena Education Association Negotiated Agreement

Print Name:	
School:	
Teaching Assignment:	
Note: Educators must have Tenure Status within Helena School District #1	

National Board Certification
<p>Is this request for National Board Certification? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><i>If yes, please attach documentation (paid receipt and proof of submission for all four components). You will be reimbursed for the cost of one component (currently \$475.00 as of 2020-2021). Sign and date the form and return it to Human Resources.</i></p> <p><i>If no, please proceed to the Reimbursement Section of this form</i></p>

Reimbursement Application
<p>Teachers are encouraged to apply for up to \$500 to support taking college courses, attending summer institutes and paying for tuition and fees. If more than 24 teachers apply, a lottery will be held to determine allocation of funds. You must apply by April 15th of each year. Reimbursement requests, receipts, and proof of credits earned or workshops taken are due May 1st, of the following year.</p> <p>Please accept my application for \$_____ (exact dollar amount not to exceed \$500.00) in tuition and fees reimbursement for accredited course work completed in the contract year 2020-21.</p> <p>I understand that my application may be subject to a lottery and that I must submit to the Personnel Office by May 1st of the following school year, proof of credits earned and proof of tuition payment from any accredited college or university. Also, I have read and understand article 4.4 (Tuition Fees Reimbursement) of the H.E.A. Agreement and I agree to comply with the provisions of that agreement. I agree to return to the Helena Schools for the year following this grant or I will return the funding.</p>

Name Date

Send Forms to:

Professional Growth Committee
 c/o Maureen Kloker
 Human Resources
 May Butler Center
 55 South Rodney
 Helena, Montana 59601