

# Tuition Fees and Reimbursement



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

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 15<sup>th</sup> of each year**. Reimbursement requests, receipts, and proof of credits earned or workshops taken are due May 1<sup>st</sup>, of the following year.

Send Forms to:

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

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 tuition reimbursement year that follows the date of this application. I understand that failure to provide a **signature and date** on this form nullifies the application.

I understand that my application may be subject to a lottery and that I must submit to the Human Resources Office by May 1<sup>st</sup> 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.

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Name

Date

<b>Print Name:</b>	
<b>School:</b>	
<b>Teaching Assignment:</b>	
<b>Note: Educators must have obtained tenure with Helena School District #1 to apply.</b>	