



**Maximize your education,
Minimize your cost.**

We Reimburse!

Want a Master's Degree?

1. Must be currently employed by Corsicana Independent School District
2. Master's program must be through an accredited college or university
3. Master's degree must be in the employee's current field or content area
4. Must agree to remain with the district, pending contract renewal, for a minimum of three years following completion of the Master's degree

Questions?

Contact:

Shade Boulware

Executive Director of Leadership

Recruitment and Development

(903) 874-7441

Sboulware@cisd.org

Corsicana Independent School District

Advanced Degree Reimbursement Program



CORSICANA ISD TUITION REIMBURSEMENT PLAN TERMS AND CONDITIONS

Core Values: Provide an education for every child that maximizes his/her potential
Recruit and retain the best staff

District Goal: Corsicana ISD will meet or exceed all state and federal standards for academic excellence

The purpose for the tuition reimbursement plan is encourage currently employed staff who have completed their Bachelor's degree to further their knowledge and skills in their content area by obtaining their Master's degree.

Criteria for participation in the plan:

1. Must be currently employed by Corsicana Independent School District
2. Master's program must be through an accredited college or university
3. Master's degree must be in the employee's current field or content area
 - a. Examples of reimbursable degrees: math teacher who gets a Master's in math; a first grade teacher who gets a Master's in Reading;
 - b. Examples of Master's degrees not eligible for reimbursement: a teacher who gets a Master's in Administration or Counseling; a degree outside the teacher's current teaching field
4. Must agree to remain with the district, pending contract renewal, for a minimum of three years following completion of the Master's degree.

Approval process:

1. Identify a university with the desired degree plan
2. Submit the "Intent to Complete an Advanced Degree" form with the degree plan to the Executive Director of Leadership Recruitment and Development
3. Meet with the Executive Director of Leadership Recruitment and Development to ensure that the plan will be approved and to obtain his signature on the proposal (Intent form)
4. Register for the class(es) and successfully complete the course(es) for one semester; Successful completion requires a grade of "A" or "B" in the course
5. Submit your receipt for the class along with documentation of your final grade with the Tuition Reimbursement Form to the Executive Director of Leadership Recruitment and Development at the end of each semester
6. Once approved by the Executive Director of Leadership Recruitment and Development, your reimbursement will be processed through the Corsicana ISD Business Department



CORSICANA INDEPENDENT SCHOOL DISTRICT
ADVANCED DEGREE – TUITION REIMBURSEMENT PROGRAM

Intent to Complete an Advanced Degree

The following plan is being submitted for review to complete an advanced degree program. This plan must be approved by Shade Boulware, Executive Director of Leadership Recruitment and Development.

Employee Name: _____ Phone _____
Number: _____ Address: _____
City/Zip: _____
Social Security #: _____ Job Title/ _____
School: _____

Degree Plan: _____
University: _____
Advisor: _____ Email: _____
Phone: _____ Field of Study: _____ Credit Hours
needed for completion: _____

Are you receiving other financial support? ___yes ___no
1. What are your goals for attaining an advanced degree?
If yes, please describe in detail: _____

Please answer the following questions:
2. How do you feel the degree that you are seeking will enhance your abilities as a teacher?

Degree Plan Outline:

Coursework needed for completion:

Course name	Credit hours	Tuition Cost

I have read and understand the Tuition Reimbursement Guidelines and agree to the terms and conditions.

Employee Signature: _____ date _____

HR Office: _____ date _____

Approved: ___yes ___no ___date



CORSICANA INDEPENDENT SCHOOL DISTRICT
ADVANCED DEGREE – TUITION REIMBURSEMENT PROGRAM

Request for Tuition Reimbursement Form

This form must be complete and submitted to Shade Boulware (sboulware@cisid.org) or interoffice mail to “Shade Boulware– HR Office” and final approval received prior to the first day of class for which reimbursement is sought.

Employee Name: _____ Phone
Number: _____

Address: _____ City/Zip: _____

Social Security #: _____ Job Title/
School: _____

Coursework:

University: _____ Course

Title: _____ Course Number: _____

Credit Hours: _____ Course Begins/Ends: _____ / _____ Degree

Plan: _____ Field of Study: _____

ATTACH YOUR RECEIPT FOR THE COURSE(S) AND EVIDENCE OF FINAL GRADE TO THIS FORM.

I have read and understand the Tuition Reimbursement Guidelines and agree to the terms and conditions. By signing this commitment form and accepting reimbursement of tuition from Corsicana ISD, I commit to remaining with the District, pending a contract offer, for a minimum of three years following receipt of my Master’s degree.

Employee Signature Date Human Resource Signature Date

PLEASE NOTE: THE DISTRICT BUDGETS \$21,000 ANNUALLY FOR THIS PROGRAM. IF YOUR REQUEST CAUSES THE DISTRICT TO EXCEED THE BUDGETED AMOUNT, YOUR APPLICATION WILL NOT BE APPROVED.