



Binghamton City School District Personnel Office

TUITION REIMBURSEMENT FOR TEACHERS

If you are taking courses that are relevant to your job, you are eligible for tuition reimbursement. All requests must be accompanied by an official transcript showing the *completed* courses you are requesting reimbursement for. Courses must be completed during the current school year (Summer 2016 through Summer 2017 for BTA).

You have two reimbursement options. You must first use the Teachers of Tomorrow Grant (TOT), if you are eligible. Any courses not eligible through TOT may be turned in under the BTA option.

Teachers of Tomorrow Grant

If you are working toward Permanent or Professional certification, you may be eligible for this grant. You are allowed to turn in 3 courses per year for 2 years. You will be reimbursed at the rate of \$700 per course, for a maximum of \$2100 per year or \$4200 over 2 years. **To apply, please use forms entitled “TOT application” and “TOT contract”.**

All requests and transcripts must be submitted no later than May 30th for courses completed between June 2016 and May 2017. Reimbursement checks are usually issued in July.

BTA Tuition Reimbursement

Any courses that are not eligible under the Teachers of Tomorrow Grant, may be turned in under this option. According to the BTA contract, \$87,500 is set aside annually for this purpose. You will be reimbursed up to \$100 per credit hour as long as money is available. **To apply, please use forms entitled “BTA Tuition Reimbursement application” and “BTA TR tax form”.**

All requests and transcripts must be submitted no later than July 30th for courses completed between June 1, 2016 and July 31, 2017. Reimbursement money is issued by September 30th.

GRADUATE HOUR INCREASES

Please keep in mind that you may also be eligible for a graduate hour increase for anything you have not previously been credited for. You will receive \$250 for your BA + 15 hours, \$250 for your BA + 30 hours and another \$250 when you receive your Master's Degree. Courses taken beyond the Master's or Bachelor's + 30 are credited at \$100 for every 6 credit hours. The request must be accompanied by an official transcript. Graduate hour increases will only be applied to your pay in September or February. **To apply, please submit the form entitled “request for salary increase”.**