

**El Paso Gridley CUSD #11**  
**Tuition Reimbursement Procedure**

For all classes which have been pre-approved for the preceding year (Fall – Summer classes) there will be a form submitted to that teacher at the end of August for verification of having taken those classes. This form will need to be returned to the Unit Office along with a receipt or proof of payment, and an official transcript if the hours will count toward movement on the salary schedule.

Reimbursement is paid at the IL State University graduate hour rate for tuition only. For this year that rate is \$204 per credit hour. Checks will be issued at the end of September for all classes taken during the preceding year.