

OGSD Master's Degree Reimbursement Policy

Effective July 1, 2017 Classroom and Independent study teachers are eligible for tuition reimbursement towards an accredited Masters in Education program. The following is eligibility criteria:

1. Only classroom and independent study teachers are eligible: administrators are not eligible for the program.
2. OGSD teachers who do not currently have a Master's degree are eligible.
3. Employees must have a clear teaching credential to be eligible for tuition reimbursement. Tuition reimbursement will be issued upon successful (degree credible completion) of up to two courses yearly for a maximum of three years. Teachers will not be reimbursed for more than two classes, any amount exceeding \$1,500 per course or any amount exceeding the actual tuition cost of the course.

Year 1	Year 2	Year 3
<ul style="list-style-type: none">• Master's Degree Tuition Reimbursement \$3,000 <p>(2 classes max, \$1,500 per class max)</p>	<ul style="list-style-type: none">• Master's Degree Tuition Reimbursement \$3,000 <p>(2 classes max, \$1,500 per class max)</p>	<ul style="list-style-type: none">• Master's Degree Tuition Reimbursement \$3,000 <p>(2 classes max, \$1,500 per class max)</p>

4. The tuition reimbursement is available for a maximum of three years once the candidate begins Masters course work.

Reimbursement paperwork is exclusively the responsibility of the teacher. Teachers requesting reimbursement must fill out an [employee expense reimbursement form](#) and complete the [Master's Reimbursement Google Form](#). Please direct any questions to the Director of Administrative Services maggie_franco@orogrande.org
Reimbursement is usually processed within 30 days from complete submission.