



LOGAN-HOCKING LOCAL SCHOOL DISTRICT  
LOGAN, OHIO

PROCEDURES FOR REIMBURSEMENT OF TUITION UNDER THE  
PROFESSIONAL STAFF DEVELOPMENT PROGRAM

In order to apply and qualify for professional staff development reimbursement under Article XII-I of the Master Contract between the Logan Education Association and the Logan-Hocking Local Board of Education the following procedures must be followed:

1. For a first-time Master's degree, please submit your acceptance letter into Board-approved graduate program from an accredited college/university.
2. If you already have a graduate degree, you may take other graduate-level courses from an accredited college/university.
3. Get **pre-approval** of courses.
  - a. Attach a printout from university/college website giving a full course description.
  - b. Please include the following information about courses you've selected on this form:
    - i. Course name.
    - ii. Course code /number.
    - iii. Course credit hours equivalency in either quarter hours or semester hours.
    - iv. Start and finish dates each course.
4. You will be notified via email when your coursework has been approved.
5. Once you have completed the course, submit your final grades and proof of payment/receipt for reimbursement.
6. Reimbursement will be paid at \$275/quarter hour or \$400/semester hour, but will not to exceed the limit of \$4,800 per person per year. (August 1 - July 31)