

## **TUITION REIMBURSEMENT PROGRAM GUIDELINES**

### **PURPOSE:**

The purpose of the Tuition Reimbursement Program is to assist in and encourage educational opportunities for SDSPLS members, to enhance their careers and to assist them in reaching their educational goals.

### **WHO CAN APPLY:**

Current Associate, Technician or LSIT SDSPLS members.  
Applicants must be employed to be eligible.  
This is not intended for the full time student as they are eligible for other scholarships.

### **ABOUT THE REIMBURSEMENT:**

Currently funded at \$2000 per year (amount subject to change per yearly budget)  
Reimbursement is on a first come, first served basis.  
Reimbursement will be a flat fee of \$100 per semester credit hour (with a conversion for quarter credit hours).

### **AWARDS:**

Reimbursement is awarded at the discretion of the SDSPLS Board of Directors.  
Reimbursement payments will be mailed directly to the applicant.

### **REQUIREMENTS:**

Applicants must provide course transcript.  
A grade of B or better in the course is required to be eligible for reimbursement.  
Applicants must provide itemized receipt(s) for the course, which can include tuition, fees and books.  
Applications must be completed and postmarked no later than October 1.  
Applications and copies of all required information shall be returned to:  
SDSPLS, PO Box 8154, Rapid City, SD 57709

### **ELIGIBLE COURSES:**

Courses must be survey related courses (see attached list).  
The SDSPLS Board of Directors will make the final decisions on submitted courses.  
Courses may be traditional classroom courses or online courses.  
Course must be completed by Sept 1 of the given year in order to qualify.  
Courses may have been completed within 15 months prior to Oct 1.  
Preference on course reimbursement will be given to survey courses.