

MEMORANDUM

Lyme Old-Lyme Public Schools

TO: All Certified Staff
FROM: Career Incentive Committee
RE: TUITION PROGRAM

Tuition Reimbursement: According to Article VI, Section E, of the RETA Teacher Contract, teachers are eligible to receive up to \$2000 per fiscal year toward the cost of tuition, per approval of the Superintendent, for courses in their teaching assignment at accredited colleges, universities or professional training schools.

Please note the following:

1. You must request reimbursement within the same academic year that you complete the course. This is necessary in order for the district to be in compliance with state laws governing our budgetary practices.
2. You are required to remain employed in the district for two years after completion of the reimbursed course. If you leave the district for any reason prior to that time, you will be asked to reimburse the district for the tuition reimbursement on a pro-rated basis.

Tuition Pre-payment: As part of the district Career Incentive Program, teachers who have taught in the Lyme-Old Lyme Public Schools for two years are eligible for tuition pre-payment benefits. These benefits allow teachers to receive tuition payment prior to or in the month the course begins.

The Career Incentive Committee processes applications for tuition pre-payments 3 times each school year (September, January, and May). Tuition pre-payment status remains in place for the remainder of the approved program.

Once the committee approves your application, you should receive your funds within a two week period although funding may be delayed at certain times of the budgetary year.

Procedures for requesting tuition reimbursement and tuition prepayment are outlined on page 2 of this document.

**LYME-OLD LYME PUBLIC SCHOOLS
REQUEST FOR COURSE APPROVAL, TUITION REIMBURSEMENT,
AND TUITION PRE-PAYMENT**

INSTRUCTIONS

1. Before registering for each course, complete a *Request for Course Approval* form (located in LOLPS on Canvas) and forward to the Superintendent for approval.
2. The Superintendent's Office will return a copy of the *Request for Course Approval* form indicating whether it has been approved or disapproved.

**If you are requesting tuition pre-payment, please complete steps 3 and 4.
If you are just looking for course reimbursement, please complete step 5.**

PRE-PAYMENT STEPS

3. Please forward a copy of the approved *Request for Course Approval* form to your Career Incentive Committee representative. The committee meets three times each school year to approve tuition pre-payments (September, January, May). The committee will review the appropriate paperwork and recommend all qualified applicants. The committee will also notify Eileen Griswold in the Business Office of these approvals.
4. Please forward an itemized tuition bill from the college or university which specifically lists the cost of tuition [separate from the registration fees, lab costs, and other fees not reimbursable] to Eileen Griswold in the Business Office.

REIMBURSEMENT STEPS

5. After completion of the course, complete the *Request for Tuition Reimbursement* form, attaching documentation of the charges that you paid to the college/university and forward this to Eileen Griswold in the Business Office.