



## Tuition Reimbursement Guidelines

All Wilton Public School teachers are eligible to request tuition reimbursement for courses beyond their Bachelors' degree. Each course towards your MA will be reimbursed at \$150 per credit. Each course beyond the Master's level will be reimbursed at \$250 per credit. Note that WEA Contract Article 4 D requires that coursework "must be in the teacher's regular teaching area or a closely related subject area" and be in an accredited university to be eligible for tuition reimbursement.

The Process is as follows:

Step 1- Get approval for the program:

- a. When you have identified a program, you will need to notify your building principal regarding the program you are pursuing, and send the signed **Advanced Degree Approval Form** along with:
  - Course of studies or outline of required courses for the degree you are pursuing
  - Letter of Acceptance to the program
- b. We will then sign the **Advanced Degree Approval Form** and return a copy to you for your records.

Step 2- Each semester that you decide to take courses:

- a. As you select courses you are taking for a particular semester, you must fill out a **Tuition Reimbursement Prior Approval/Payment Request** form to notify us what courses you are taking.
- b. The top part of this form must be filled out and submitted to Human Resources **2 weeks PRIOR** to the course start.
- c. Human Resources will then send you a copy of signed and approved form via email. The original approved form will be retained in the HR Office.
- d. When you have completed the course and received a B or higher, (or a passing grade for pass/fail courses), you can apply for the tuition reimbursement. Please print out the approval form you received via email and fill out the bottom portion with your signature and date. Please enclose:
  - Unofficial transcript of the course(s) with grade
  - Copy of cancelled check, credit card receipt or bursars receipt
- e. The form and enclosures must be submitted to Human Resources within 8 weeks after course end date.
- f. Forms will be processed and reimbursement will be made within 30 days.

**PLEASE SAVE ALL COPIES OF YOUR FORMS**