



GROTON PUBLIC SCHOOLS

ADMINISTRATION OFFICES

P.O. Box K, Groton, Connecticut 06340 • 1300 Flanders Road, Mystic, Connecticut 06355
PHONE (860) 572-2100 • FAX (860) 572-2107

Tuition Reimbursement Checklist (Graduate Credit Payments)

Steps:

1. Provide a complete plan of study from your University.
 - Plan of study must be signed by your advisor.
 - You must include a cover letter to Human Resources indicating what degree or certification you plan to obtain through the program or coursework.
 - Human Resources will provide you an acknowledgement letter after review.
2. In advance of taking any courses, complete a Graduate Tuition Reimbursement form(s).
 - You must submit a form for **each** course that you are taking **prior** to the start date of the course.
 - Your request will be reviewed, compared to your plan of study and approved, if appropriate to your plan of study.
 - Once approved, a copy of the form will be returned to you.
 - If there are courses that are not on your current plan of study, which are required for your program, a new plan of study must be submitted to Human Resources.
3. Upon completion of the course(s), submit the required documentation.
 - Submit itemized bill (which clearly breaks out tuition from any fees) and;
 - A copy of your official transcript which demonstrates your grade to Human Resources (an unofficial can be accepted for reimbursement purposes).
 - Reimbursement for up to 50% of the tuition paid by the employee, not to exceed the tuition rate charged for similar courses at the University of Connecticut is the maximum rate allowed for payment.
 - Reimbursements are for tuition fees only. Registration fees, student fees, other non-tuition charges and cost of books/media are not eligible for reimbursement.
4. Reimbursement forms are processed in Human Resources and submitted to the Business Office for payment in the monthly billing cycle. Your reimbursement check will arrive at your school as a separate check from your paycheck.
5. If you feel the completion of your program may result in a degree advancement noted in the GEA contract "Salary Schedule";
 - You must submit a written request requesting such advancement.
 - Include an official transcript from the University, as evidence, demonstrating the completion of the program to confirm you have met the criteria outlined in Appendix A.
 - Requests will be reviewed and considered twice per year, at the beginning of the school year (deadline for submission is August 31), and in February (deadline for submission is January 31).



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GRADUATE TUITION REIMBURSEMENT

PROCEDURE: *The first step is to provide a copy of your planned program of study (signed by your advisor) to Human Resources. Once the plan has been approved, follow the procedure below for each course in your planned program.*

- Complete a form** for each course and submit it to Human Resources **prior** to beginning the course.
- a copy of the form will be returned to you after review/approval.

- Upon completion** of a course, submit to Human Resources a copy of your transcript & receipted (paid) bill.
- **the receipt from the college must indicate the course taken and tuition paid (tuition must be clearly indicated)**
- registration fees, student fees, other non-tuition charges and cost of books are not eligible for reimbursement.

Date: _____

SECTION I

Your Name: _____

Assignment: _____

Position _____

Full-Time _____

Building _____

SECTION II

-- Course Information --

College/University: _____

Name of Institution _____

Location of Institution _____

Course Name: _____

Course #: _____

Semester: _____

Credit hours: _____

Tuition: _____

Inclusive dates of course (including Year): _____ Time of day: _____

Planned program: Master's 2nd Master's Sixth Year Doctorate Professional Certificate

Explanation:
(If necessary)

Your signature: _____

Current Degree Status: _____

Please do not write below this line.

SECTION III

Planned program is on file & course is in the program – Approved:

Course not in planned program:

Approved: Not approved:

Remarks:

Signature of Superintendent/Assistant Superintendent or Designee

Date: _____

Note: If completion of this course may result in advancement on the GEA Salary Schedule, you must submit a written request to effect the change and include official documentation from the institution showing degree completion. Salary changes are made at the start of the school year and mid-year. Check with Human Resources for the deadline for submission of the documentation.