

# LYME-OLD LYME SCHOOLS

*Regional School District #18*



## TUITION ASSISTANCE MEMORANDUM

The following information outlines the tuition reimbursement and pre-payment incentives available to all District staff. Please refer to the current contracts available on the [Region 18](#) website:

- Teacher Contract (RETA); *Article V, Section E*
- AFT Contract; *Article XXXI, Section 1*

### **Tuition Reimbursement:**

According to each contract, the Board/District shall pay tuition for each faculty/staff member up to two thousand dollars (\$2,000.00) per fiscal year (July 1<sup>st</sup> – June 30<sup>th</sup>) for courses at accredited colleges, universities or professional training schools.

Please note the following:

1. The concentration of the course must be in your teaching/professional assignment and approved in advance by the Superintendent.
2. 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.
3. You are required to remain employed by 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's Career Incentive Program, personnel who have worked in Lyme-Old Lyme Schools for a minimum of two years are eligible for tuition pre-payment benefits. These benefits allow you to receive tuition payment prior to or in the month of the course start date.

The Career Incentive Committee processes applications for tuition pre-payment three 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 and all required documents have been submitted to Eileen Griswold, you should receive your funds within a two week period. Please note, funding may be delayed at certain times of the budgetary year.

Procedures for requesting tuition reimbursement and tuition pre-payment are outlined on page 2 of this document.

**REGIONAL SCHOOL DISTRICT #18**  
**Request for Course Approval, Tuition Reimbursement,**  
**and Tuition Pre-Payment**

PROCEDURES

Course Approval:

1. Before registering for each course, please complete a *Request for Course Approval* form along with your completed plan of study from your chosen college/university and submit to Eileen Griswold in the Business Office for review. She will then forward your request to the Superintendent for approval.

- a. The *Request for Course Approval* form is available on Canvas through the LOLPS course under the Career Incentive module:

<https://region18.instructure.com/>.

2. The Superintendent's office will return a copy of your completed form indicating whether it has been approved or denied.

<p><b>NOTE:</b> If you do <u>not</u> require tuition pre-payment, please skip ahead to Step 5.</p>
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Pre-Payment Request:

3. Submit a copy of your approved *Request for Course Approval* along with a completed *Tuition Pre-Payment Request* form to your Career Incentive Committee representative.
  - a. The committee meets three times each school year (September, January, and May) and will review the appropriate paperwork in order to recommend all qualified applicants. The committee will also notify Eileen Griswold in the Business Office of these approvals.
4. Once you have been approved, please forward an itemized tuition bill from the college/university which specifically lists the cost of tuition (separate from the registration fees, lab costs, and other fees which are not reimbursable) to Eileen Griswold in the Business Office. All pre-payments are granted in the fiscal year of the course's start date.

Reimbursement Request:

5. After completing the course, complete the *Request for Tuition Reimbursement* form and attach documentation of the charges you paid to the college/university and submit to Eileen Griswold in the Business Office.