



MNEA Tuition Reimbursement Guidelines

The following information is to provide employees with guidance and direction regarding the procedures, terms, and conditions of tuition reimbursement as set forth in the Marple Newtown Education Association Bargaining Agreement and district policies and procedures. This document is not meant to be inclusive of all regulations and requirements as specified in existing laws, policies and procedures for tuition reimbursement, and is subject to change.

Professional employees under the MNEA Agreement may receive tuition reimbursement for credits earned at an accredited college or university within the limitations listed below:

1. All credits must be in the major teaching field, subject area of education, or other area of education.
2. All course work must be from an approved and accredited Graduate Institution within the Tri-State Area (Pennsylvania, Delaware and New Jersey).
3. All credits must have prior approval of the Superintendent's designee(s) in the Office of Teaching and Learning.
4. Fees, books, and other costs not designated as tuition will not be reimbursed.
5. Maximum tuition reimbursement is not to exceed **\$2,600** as follows: payment will be 50% net tuition cost for a "B" or Pass grade or 75% for an "A" grade.
6. For purpose of tuition reimbursement, the school year is defined from July 1 to June 30. Tuition reimbursements will be credited to the year recognized by the Board for payment, not when the class was taken.
7. When tuition for courses or credits submitted for reimbursement and authorized by the Board exceeds the maximum reimbursement amount for a year, the employee will be reimbursed up to but not beyond the maximum amount.
8. Tuition for courses or credits submitted for reimbursement cannot be split over multiple years to avoid exceeding the maximum reimbursement amount in any year.

9. Payment of reimbursements will be made three times during the school year:
 - a. If the employee submits the required paperwork by August 31, tuition reimbursement will be authorized at the September meeting of the Board.
 - b. If the employee submits the required paperwork by December 31, tuition reimbursement will be authorized at the January meeting of the Board.
 - c. If the employee submits the required paperwork by May 30, tuition reimbursement will be authorized at the June meeting of the Board.

10. If the employee is late in submitting the required paperwork, the employee will not lose his or her rights to reimbursement. However, the employee will have to wait until the Board meeting following the next submission date in order to have the reimbursement authorized. The tuition reimbursements will then be credited to the year recognized by the Board for payment.

11. Tuition will be reimbursed for Intermediate Unit courses in accordance with the provisions herein. Such credits will apply to salary column movement from Bachelor's to permanent certification only.

12. Parties agree that the Board will make no reimbursement to any employee for completed courses whose costs have been fully covered by a scholarship or governmental private grant. In cases where a partial scholarship grant covers a portion of the tuition costs, the District will pay the difference in costs up to the maximum in effect for that year.

13. Video courses, courses provided via satellite, internet, CD-ROM, distance learning links, and other emerging technologies through accredited colleges or universities shall be reimbursed in accordance with subparagraph 1 (requiring prior written approval of the Superintendent of Schools), as well as the balance of the terms and provisions of this section.

14. In order to receive tuition reimbursement, the professional employee must be an employee of the school district at the time of payment. If the employee resigns or retires and does not return in the following year such reimbursements will be deducted from his/her final pay or billed unless waived at the discretion of the Board.

PROCEDURES FOR PRE-APPROVAL:

1. Pre-approval must be obtained prior to the start of the class. Courses not pre-approved will not be reimbursed.
2. Complete the MNEA Course Approval/Tuition Reimbursement Request Form in *My Learning Plan*. No substitute forms or letter requests will be accepted.
3. Approval is for tuition reimbursement only and does not guarantee approval for column movement.

PROCEDURES FOR TUITION REIMBURSEMENT:

All Documents must be submitted through your My Learning Plan account.

Payment of reimbursements will be made following the employee's submission through your My Learning Plan account of the following:

1. Verified Pre-Approval for Tuition Reimbursement Form
2. The college or university issued grade reports (must include the employee's name)
3. Verification of tuition costs (tuition bill)
4. Proof of payment. (Proof of payment may be an account statement or document from the college or university indicating student name, tuition amount paid, course, term, etc.) Credit card receipts or bills and cancelled checks without a matching bill or invoice will not be accepted as proof of payment.

The Board will authorize payment when all required documents are received by the deadline date in Human Resources and approved by Human Resources. All required documents must be received before the reimbursement process begins.

It is the responsibility of the employee to comply with the requirements of this provision. Human Resources will not be responsible to notify the employee of needed documents or timelines.

- If the employee submits the required paperwork by August 31, tuition reimbursement will be authorized at the September meeting of the Board.
- If the employee submits the required paperwork by December 31, tuition reimbursement will be authorized at the January meeting of the Board.
- If the employee submits the required paperwork by May 30, tuition reimbursement will be authorized at the June meeting of the Board.

Upon authorization of the Board, the payment process will be initiated.