

# Stamford Public Schools

## Tuition Reimbursement Guidelines - SEA

All Stamford Public School teachers are eligible to request tuition reimbursement for courses beyond their bachelor degree as of July 1, 2013 as follows:

- Graduate courses beyond the bachelors are reimbursed for one-third (1/3) of the tuition for such course work to a maximum of \$150 per credit.
- Graduate courses beyond the masters are reimbursed for one-half (1/2) of the tuition for such course work to a maximum of \$225 per credit.
- Maximum of 9 credits per fiscal year beginning with Summer semester.

**Procedure for Requesting Prior Approval for Tuition Reimbursement is as follows:**

- All persons requesting reimbursement must fill out a **Prior Approval for Tuition Reimbursement Form** for the proper semester: (pool of funds for each semester is \$50,000 with a wait list/rollover option should funds not be used)
  - Summer (May 15 – August 31)
  - Fall (September 1 – December 31)
  - Spring (January 1 – May 14)
- Prior approval reimbursement forms are approved on a first come, first serve basis until the \$50,000 pool is exhausted.
- Prior approval forms must be sent to the Human Resources department ***no later than two weeks prior to the start of the class being reimbursed and no earlier than a month before the semester*** begins.
- Please ***list the exact start and end date(s) of the course(s)*** as this information will assist in determining which semester to include the course(s) in question (Summer, Fall, Spring).
- Please ***list the exact course ID.*** Reimbursement cannot be made if the course ID listed on the prior approval form does not match the proof of payment/transcript.
- Remember to check the box indicating whether the course(s) you are taking lead to a masters or represents course work beyond the masters.
- Once the request is verified by the Human Resources department you will receive a confirmation email from the department which will constitute your official prior approval for the course(s).
- If your request for prior approval was placed on the wait list due to late submission you will be informed if funds should become available (see below procedure for late requests). Please keep in mind that funds rarely become

available due to the high volume of requests. Therefore, handing in your forms on time is recommended.

- If you drop courses after your prior approval has been accepted, you must notify Human Resources so the funds can be reallocated to individuals on the waitlist
- If you change courses after your prior approval has been accepted, you must resubmit a prior approval for the new course with an explanation.
- All Prior Approval for Tuition Reimbursement forms will be kept by the Human Resources department.

### **Procedure for Payment of Tuition Reimbursement Funds:**

- All persons requesting payment of tuition reimbursement funds must fill out the **Request for Tuition Reimbursement Form**
- This form must have the following items attached to it when it is submitted:
  - **Proof of Grade(s)**: unofficial transcript
  - **Proof of Payment**: invoice or printout from school website showing course name, course ID, dates/semester, and amount paid
- Failure to attach the above will result in rejection of request until the proper supporting documentation is provided.
- Kindly allow 6-8 weeks for reimbursement (pending approval and funding).
- Tuition Reimbursement requests not claimed by November 1<sup>st</sup> of the following school year will no longer be available.

### **Procedure for late requests placed on the Wait List for Tuition Reimbursement**

- If your prior approval request was placed on the wait list you will be contacted via email by the Human Resources department shortly after the session end date of the course(s) to inform you if funds remain and/or become available.
  - For example, the Summer Session runs (May 15<sup>th</sup> – August 31<sup>st</sup>). Therefore, if you applied for prior approval for a Summer Session course, but were placed on the wait list you will be updated shortly after August 31<sup>st</sup> (the end of the Summer Session) as to your status. The same procedure will be followed for the Fall and Spring sessions respectively.