

Stamford Public Schools

Tuition Reimbursement Guidelines

Stamford Administrative Unit

All Stamford Public School administrators are eligible to request tuition reimbursement for courses as of July 1, 2011. The contract requires that money allocated for each semester (\$5,333.33 per semester, for a total of \$16,000 for the year for all applicants), be apportioned between administrators who wish to receive reimbursement for that semester. In the event that any monies are not used during any semester, those funds will be rolled over to the next semester.

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

- All persons requesting reimbursement must fill out a **SAU Prior Approval for Tuition Reimbursement Form**
- Prior approval forms must be sent to the Human Resources Department no later than 4 PM, via US Mail, interoffice mail, fax, or e-mail by the following deadlines, so that allocation of funds can occur:
 - **Summer Semester- May 15th** or the first weekday following;
 - **Fall Semester- August 15th** or the first weekday following;
 - **Spring Semester- January 15th** or the first weekday following.
- At the close of the deadline, the money shall be evenly distributed among all completed requests and the administrators will be notified that their request has been approved, and how much of a reimbursement they will be entitled to receive.
- Any requests received after the deadline, when the allocation has been made between approved requests will have their request returned to them indicating funding not available at this time.
- Timelines for courses included by semester are as follows:
 - **Summer:** June 1st – August 31st
 - **Fall:** September 1st – December 31st
 - **Spring:** January 1st – May 31st
- If “*funding not available at this time*” is checked on your approval form you will be allowed to resubmit your request should funds become available. This can occur when someone drops out of a course or does not satisfactorily pass the course. If this occurs, we will notify the refused applications on a first come, first serve basis. (See resubmission of tuition reimbursement procedure.)

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 1st of the following school year will no longer be available.

Procedure for Resubmission for Tuition Reimbursement

Please follow the procedure for “*Allocation of Tuition Reimbursement Funds.*” (See Above) However, your formal request will be placed at the bottom of the list and held until and if funds become available.