

Stamford Public Schools

Tuition Reimbursement Guidelines - Para

All Stamford Public School paraeducators are eligible to request tuition reimbursement as of October 16, 2019 as follows:

- Up to \$5,000 per year will be reimbursed pro-rata among all applicants.
- Courses are reimbursed at seventy-five percent (75%) of the tuition for course work relevant to elementary or secondary education, subject to the annual limit and pro-rata requirements above.
- Maximum of one course per person per fiscal year will be eligible for reimbursement beginning with Summer semester.

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

- All persons requesting reimbursement must fill out an online **Para Prior Approval for Tuition Reimbursement Form**
- Prior approval forms must be sent to the Human Resources Department. Prior approval forms are due no later than 4 PM, by the following deadlines:
 - **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.
- Reimbursement shall be paid by September 1 of the next school year, and such reimbursement may be reduced pro rata as necessary to stay within the \$5,000 limit.
- Timelines for courses included by semester are as follows:
 - **Summer:** June 1st – August 31st
 - **Fall:** September 1st – December 31st
 - **Spring:** January 1st – May 31st

Procedure for Payment of Tuition Reimbursement Funds:

- All persons requesting payment of tuition reimbursement funds must fill out the **Request for Tuition Reimbursement Form** online.
- 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

- Documents that do not meet the requirements listed above will result in rejection of request until the proper supporting documentation is provided.
- Reimbursement will occur no later than September 1st of the next school year.
- Tuition Reimbursement funds not claimed by August 1st of the current school year will no longer be available.