

Frequently Asked Questions

- How much will the district reimburse me?
One-half of the credit hour rates as charged by Wichita State University.
- When will I receive my reimbursement?
After receipt of transcripts showing passing grades according to program guidelines.
- Will I receive reimbursement for incidental fees above the credit hour allowance?
No, only one-half of the approved credit hour rate will be reimbursed.
- If I have not reached my \$1,500 limit, am I guaranteed approval?
No, the applications will be reviewed and prioritized according to the district's needs.
- Do I have to attend Wichita State University for reimbursement?
No, this is just the determining factor for reimbursement rates.
- May I take undergraduate classes?
Yes, if undergraduate classes are required for certification in critical needs areas.
- Will I need to claim this reimbursement as taxable income?
Since laws change from year to year, please consult your tax advisor.
- Will I be forced into, or guaranteed a critical need position after I have completed my classes?
No, but it is expected that you will consider these as they open up in the district.
- How long will this program continue?
Both the District and then AEA would like to see the program continue. However, the program will be reviewed annually to evaluate its success.
- When are applications due?
Refer to the bottom of the application form.

Andover Schools Critical Needs Areas 2022-2023

Biology

Chemistry

Counselor

Driver Education

Earth-Space Science

Enrichment – Gifted

ESOL/ELL

Specialized CTE

Math (Emphasis in Advanced Math)
7-12

Physics

Reading Specialist

*(previously approved LMS
participants in process will be
grandfathered until completion)*

Application Deadlines

Fall Semester 2022: August 26

Spring Semester 2022: December 9

Summer Session 2023: May 12

Andover Public Schools Tuition Reimbursement Program

Purpose: The District recognizes that potential solutions for filling openings in areas of limited supply may be accomplished through additional certification with the existing professional staff. It is also a benefit for staff to work towards an advanced degree in areas that will benefit their personal growth and the districts anticipated staffing needs. In an effort to help in this regard, the District offers to provide a partial tuition reimbursement for teachers prepared to commit to a program leading to certification in areas designated as critical need areas or in degree programs approved for the reimbursement program.

This program is not a staff development program designed to replace or reduce any aspects of the districts professional development program. It is a program to provide the District and its certified employees mutual benefit by offering incentives to become certified or advance their education in specialized areas.



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Andover Public Schools desires to encourage staff members to consider professional growth in areas which would improve their effectiveness in the classroom or address critical staffing shortages. Employees participating in the tuition assistance program will be expected to obtain an additional endorsement, degree or other program qualification in an area designated by the district administration as critical need areas.

General Terms and Conditions:

- (1) The employee must be in an approved degree program or in an approved teaching area endorsement program which addresses critical need areas as identified within the district.
- (2) Employees must have completed two years of licensed employment in the Andover district and have a contract with the district at the time credit was earned and at the time reimbursement is to be paid.
- (3) All tuition requests must be approved in advance of the classes being taken and will be approved by a committee consisting of the President of AEA, Vice-President of AEA, Superintendent, and the Assistant Superintendent for Human Resources.
- (4) Tuition request correspondence will be done by the Assistant Superintendent for Human Resources.

- (5) Classes must be taken through approved accredited institutions of higher education.
- (6) Individuals may apply for a maximum of \$1,500 reimbursement per school year, August 1 through July 31. A maximum of six hours per semester will be approved per employee.
- (7) The district will reimburse the employee for ½ of the tuition rate of each credit hour as charged by Wichita State University. This reimbursement will not cover fees, books, and/or other related expenses.
- (8) Reimbursement will only be awarded for grades of “C” or better for undergraduate courses or “B” or better for graduate level courses.
- (9) Reimbursements will be made three times per year upon receipt of payment and verification of passing grades as previously stipulated.
- (10) If the employee does not renew his/her employment contract for the subsequent year after reimbursement is made, the reimbursed amount of the tuition for the current year must be paid back to the district.
- (11) Hours taken under this agreement may be submitted for potential movement on the salary scale as specified in Article 26 of the Negotiated Agreement.



Tuition Assistance Program