

Policy Title	Policy Number	Date Approved/Revised
Tuition for Reimbursement for Education	431	11/15/2022

1) General Statement of Policy

- a) Identified district funds may be used to recruit, mentor and retain staff, and supplement with college tuition for eligible staff. These allowable activities may involve additional payments to district employees. The federal grants management regulations found in the Uniform Grant Guidance (UGG) define some of these payments as incentive compensation. Due to this, an established, written agreement with the employee or a district plan that implies an agreement is required.
- b) ISD 622 has developed this policy to contribute towards increasing students' equitable access to effective and more diverse teachers.(430 Racial Equity)
- c) Superintendent designee will identify total funds available for tuition reimbursement by fiscal year. Funding will be provided under district and state grant funds. If requirements change, or funds are depleted, the reimbursement program will be limited to the number of applicants it can provide funding to.

2) Authorization

All requests for tuition reimbursement from a 622 employee must be approved prior to enrolling in a course.

3) Establishment of Guidelines

- a) Complete application.
- b) Sign the ISD 622 employee tuition reimbursement agreement form to serve each year.
- c) The applicant agrees to be employed as a teacher in the new licensure area (i.e. Elementary Immersion, Special Education, or other identified high-needs area) in ISD 622 for four (4) years unless agreed upon by Human Resources. The applicant will still follow a probationary teacher track and could be released within the first three (3) years by the school district.
- d) **Undergraduate students:** Must be seeking a teaching license in a program that prepares the 622 employee to teach as a highly qualified teacher in a high-need subject field and is admitted to a professional education program.
- e) **Graduate students:** Must be admitted to and seeking a Master's Degree that prepares students to teach as a highly qualified teacher in a high-need subject field, and enrolled in a minimum of half-time status.
- f) Be enrolled or accepted for enrollment in an eligible degree program.

- g) Demonstrate a financial need and an effort to obtain other financial support (ie financial aid, grants, etc.).
- h) Maintain satisfactory academic progress throughout the college-level academic program necessary to begin a career in teaching.

4) Incentive Reimbursement Funding

- a) Reimbursement is contingent upon the student receiving a passing grade or better or satisfactory completion of the course from the accredited school when the course is not graded.
- b) Failure to satisfy the minimum passing grade will result in denial reimbursement of monies to the institution for the applicable course(s). A passing grade is defined as an "A," "B," "C" grade for undergraduate classes and a "B" minimum for graduate classes. If the course is a "Pass/Fail," a "Pass" is acceptable. An employee will not be eligible for tuition reimbursement if they withdraw from a course or if the course is canceled.
- c) If the employee resigns or is terminated for any reason prior to the completion of the course, the employee will be liable for their own tuition payment.
- d) ISD 622 employees are required to remain an employee in the new licensure area for four (4) school years following receipt of tuition reimbursement. Teachers who voluntarily terminate employment or are terminated for any reason will return 75% of all tuition monies paid for the previous two (2) school years.

4) Reimbursement Process

- a) Upon completion of the course the applicant must submit legible copies of their college/university invoice or statement indicating fees charged and the amount paid. The invoice must contain the college/university name and address.
- b) College/university grade/report card indicating the applicant's name, quarter/semester, course name(s) and grade (s) for the term.
- c) Submit the Reimbursement Approval Form.
- d) Fees, books, and other costs not designated as tuition will not be reimbursed

5) Who Should Apply and Grants Will Be Awarded In This Order

ISD 622 employees with a bachelor's degree from an accredited institution (degree does not have to be in education), who have a commitment to the ISD 622 community, want to teach in ISD 622, and have a desire to attain a teaching license in a high-need area/s as identified by Superintendent designee.

Rationale: ISD622 is committed to supporting lifelong learners. The purpose of this policy is to provide tuition support to employees so they can continue to broaden their learning and development opportunities. The Tuition reimbursement program will keep employees engaged and committed to our District families and community members.

Adoption and Revision History	Incorporated Policies
Policy 431 Tuition Reimbursement for Education This Policy Adopted: November 15, 2022	

Legal References:

- Minn. Stat. § 122A.414 and 122A.415 (Alternative teacher Pay)
- Minn. Stat. § 122A.60 and 122A.61 (Staff Development Program)
- Minn. Stat. § 122A.61 (Reserved Revenue for Staff Development)
- Minn. Stat. § 122A.70 (Teacher Mentorship and Retention of Effective Teachers)
- Minn. Stat. § 124D.862 (Achievement and Integration Revenue)
- Minn. Stat. § 124D.861 (Achievement and Integration for Minnesota)
- Minn. Stat. § 136A.1274 (Underrepresented Student Teacher Grants)
- Minn. Stat. § 136A.1275 (Student Teacher Grants In Shortage Areas)
- Minn. Stat. § 136A.1791 (Teacher Shortage Loan Repayment Program)

Cross References:

- Minnesota Grow Your Own
- Achievement and Integration
- Collaborative Urban and Greater Minnesota Educators of Color
- Federal Title II- Preparing, Training and Recruiting High-Quality Teachers, Principals, and Other School Leaders
- Grow Your Own
- Introduction to Teaching Concurrent Enrollment Grant
- Minnesota Indian Teacher Training Program Grant
- Minnesota Student Teacher Grants- Student Teachers in Shortage Areas grants
- Q Comp/Alternative Teacher Professional Pay System
- Teacher Mentorship and Retention of Effective Teachers
- Teacher Shortage Loan Repayment Program