



PROPEL SCHOOLS Tuition Reimbursement Policy

Purpose

To provide Tuition Reimbursement to assist employees in furthering their education.

Definitions

Eligible Employee: A full-time employee of an eligible organization with at least one (1) year of service. Casual employees, student workers, temporary employees and part time staff are not eligible for the Tuition Assistance Programs. Employees on an unpaid leave of absence are not eligible for tuition reimbursement

Leadership Role: Employees in the following leadership role are eligible for reimbursement under the Leadership rate: Senior Directors, Directors, Principals, Assistant Directors and Assistant Principals.

Eligible Courses: Courses must meet one of the three defined eligibility requirements for tuition reimbursements.

1. Employee is enrolled in a class as part of a degree program that is relevant to his/her current job or to a promotional opportunity within Propel;
2. Employee is not enrolled in a degree program but is taking a course that is related to the employee's current job or to a promotional opportunity within Propel; OR
3. The course is required of the employee by Propel.

Policy Guidance

This policy applies to all Propel Staff. If information in policy conflicts with the Collective Bargaining Agreement, the Collective Bargaining Agreement shall be followed for individuals in a position covered by the Agreement.

Eligible Employees shall be reimbursed up to \$1,500 per course for a maximum of two eligible courses a school calendar year.

Eligible Employees in a Leadership Role shall be reimbursed up to \$8,000 per calendar year for eligible courses.



Tuition reimbursement is provided for work-related or career development courses offered by accredited colleges, universities, and vocational schools.

Courses shall not be taken during the employee's assigned work hours.

This policy does not cover the costs of registration, books, fees and exams.

Reimbursement is based on satisfactory completion of the course. Satisfactory completion is defined as a grade of "C" or better. For ungraded classes, proof of successful completion is required. Reimbursement shall be paid upon presentation of transcript (proof of grade) and tuition bill. Payment will only be made in the school year in which the credits were earned.

An employee, who while enrolled in an approved class, is terminated due to a reduction in the workforce or without cause, shall be reimbursed for the class upon successful completion as defined in this policy. An employee who voluntarily leaves Propel or is terminated for cause prior to completing a course, shall not be reimbursed.

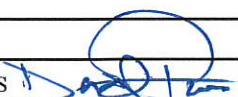

An employee who is terminated for cause or voluntarily leaves employment with Propel within twelve (12) months of receiving tuition reimbursement shall refund the entire amount of the reimbursement to Propel.

Approval shall be based upon the applicability of the course to Propel. Coursework taken solely for the advantage of the employee will not be reimbursed.

Procedures

Employees are responsible for obtaining prior authorization from their immediate supervisors and from the Human Resources Department.

Employees must complete the Tuition Reimbursement Form and return it to their HR Representative in order to receive reimbursement.

Approved By	Date
Dr. Tina Chekan 	5/15/23
Board of Trustees 	5/15/23