

SEA Tuition Reimbursement Guidelines

All Stamford Public School teachers are eligible to request tuition reimbursement for courses beyond their bachelor degree as of July 1, 2023 as follows:

- Graduate courses beyond the bachelors are reimbursed for one-third (1/3) of the tuition for such course work to a maximum of \$150 per credit.
- Graduate courses beyond the masters are reimbursed for one-half (1/2) of the tuition for such course work to a maximum of \$225 per credit.
- A maximum of 9 credits per fiscal year beginning with Fall semester.

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

- All teachers requesting reimbursement must submit a **Prior Approval for Tuition Reimbursement Electronic Form** for the proper semester: (pool of funds for each semester is \$50,000 with a wait list/rollover option should funds not be used)
 - **Fall (classes beginning between August 15th and December 31st)**
 - **Spring (classes beginning between January 1 and April 30th)**
 - **Summer (classes beginning between May 1st and August 14th)**
- Prior approval reimbursement forms are approved on a first come, first served basis until the \$50,000 pool is exhausted.
- Prior approval forms must be submitted prior to the start of the class being reimbursed.
- Once the request is verified by the Human Resources department you will receive a confirmation email from the department which will constitute your official prior approval for the course(s).
- Once all funds have been allocated for the semester, subsequent requests will be placed on the wait list.
- If you **drop courses** after your prior approval has been accepted, please notify Human Resources so the funds can be reallocated to individuals on the waitlist.
- If you **change courses** after your prior approval has been accepted, you must notify Human Resources of the change.

Procedure for Payment of Tuition Reimbursement Funds:

- All teachers requesting payment of tuition reimbursement funds must submit the **Request for Tuition Reimbursement Electronic 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 number, 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.
- Tuition Reimbursement Requests not submitted by the following dates will expire, and the funds will be offered to those on the wait list.
 - **Fall (March 1)**
 - **Spring (July 1)**
 - **Summer (October 1)**

Procedure for late requests placed on the Wait List for Tuition Reimbursement:

- Teachers on the wait list will be contacted via email by the Human Resources department if funds become available.
- Teachers on the wait list will have two weeks to provide the required documentation. If documentation is not provided within two weeks, the funds will be offered to the next teacher on the wait list.