



EAST LYME PUBLIC SCHOOLS

P.O. Box 220 • East Lyme, Connecticut 06333 • (860) 739-3966 • Fax (860) 739-1215

TUITION ASSISTANCE MEMORANDUM

(CERTIFIED)

The following information outlines the tuition reimbursement program for all certified staff covered under the East Lyme Teacher's Association (ELTA) and East Lyme Board of Education (ELBE) Contract Article V Section B.3.:

Professional Development

The Board will provide a tuition allowance up to the per credit cost of graduate course credits at the University of Connecticut (UCONN) to a maximum of six credit hours per teacher per year for a maximum of \$85,000. To qualify for tuition allowance, all courses taken must have the prior approval of the Superintendent and be completed with a grade of B or better. Should the requests exceed the funds available, each member will receive a pro-rated payment of available funds.

PROCEDURES:

Request for Course approval:

1. Before registering for each course, please complete a [Request for Course Approval](#) form, along with your completed plan of study from your chosen college/university, and email it to Jeanne LeBlanc, jeanne.leblanc@elpsk12.org, at Central Office for review.
2. The *Request for Course Approval* will be reviewed by the Superintendent, and you will receive notification of the approval status.

Request for Reimbursement:

1. Complete the [Request for Tuition Reimbursement](#) form and attach proof of payment for the tuition you paid to the college/university, along with transcripts. Email these items to Jeanne LeBlanc, jeanne.leblanc@elpsk12.org.
2. Reimbursement forms for classes completed between July 1 and June 30 must be submitted by **August 15** to be reimbursed in October. For example: If you completed a course on June 25, 2023, you would submit the Request for Tuition Reimbursement, proof of payment and transcripts no later than August 15, 2023 for reimbursement in October 2023.
3. Reimbursement is only available for actual per credit cost. No reimbursements are made for miscellaneous charges, lab fees, processing fees, etc.