



2023-2024 (\$800 per school year) per employee

TUITION REIMBURSEMENT APPLICATION

PLEASE BE SURE TO READ THE GUIDELINES ON PAGE 3 BEFORE COMPLETING
Richmond Public Schools Talent Office

EMPLOYEE DATA (Type or Print)

EMPLOYEE # _____ NAME _____ HOME/CELL PHONE _____

HOME ADDRESS (Include City, State, & ZIP) _____

WORK LOCATION _____ WORK PHONE _____

TITLE _____ E-MAIL _____

COURSE/CLASS INFORMATION (One class per form) Date of Registration _____

Name of University _____ Class Starts _____ Class Ends _____

<u>Course Number</u>	<u>Title</u>	<u>Credit Hours</u>	<u>Total Cost</u>
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Type of Education/Training program: Undergraduate _____ Graduate _____ Vocational/Technical _____

TEST/ASSESSMENT INFORMATION ONE TEST PER FORM (UP TO \$500 DOLLARS CAN BE USED FOR TESTING FEES)

Name of Test _____

Date of Test _____ Location _____ Score _____

TEST REGISTRATION INFORMATION MUST ACCOMPANY THIS FORM

I HAVE READ THE GUIDELINES PERTAINING TO THE COMPLETION OF THIS APPLICATION. I UNDERSTAND AND AGREE TO COMPLY WITH ITS PROVISIONS. I ALSO CERTIFY THAT THE INFORMATION ABOVE IS CORRECT AND WILL CONTACT THE TEACHER AND LEADER PATHWAYS DEPARTMENT (TEACHERLEADERPATHWAYS@RVASCHOOLS.NET) IF ANY INFORMATION ON THE FORM CHANGES.

Signature of Applicant _____ Date _____

DIRECTOR/PRINCIPAL/SUPERVISOR OR DESIGNEE'S SIGNATURE OF APPROVAL TO TAKE ABOVE COURSE/ASSESSMENT:

Name of Director/Principal/Supervisor or Designee _____

Director/Principal/Supervisor or Designee Email _____

Signature of Director/Principal/Supervisor or Designee _____ Date _____

Talent Office Approval _____ Denial _____ Title II _____ Date _____
Reason for Denial _____ Signature _____

REIMBURSEMENT REQUEST SUMMARY *(For Office Use Only)*

This portion to be completed by the Director/Principal/Supervisor or Designee AFTER the applicant completes class or assessment and then sent to Department of Finance.

Date Application Received from Talent Office _____ P.O. #: _____ Vendor #: _____

Title II, Part A Amount Approved: _____ **Grants Authorization/Signature:** _____

Date Applicant turned in receipt(s)/documentation: _____ Applicant's Final Grade: _____

Date Submitted to Finance: _____ Tuition Reimbursement Invoice #: _____

Signature of Director/Principal/Supervisor or Designee _____ Date _____

BY SIGNING THIS, YOU CERTIFY THAT YOU HAVE REVIEWED ALL RECEIPTS AND DOCUMENTATION PERTAINING TO THIS APPLICATION FOR REIMBURSEMENT. SUBMIT APPLICATION, RECEIPT(S) AND DOCUMENTATION TO THE DEPARTMENT OF FINANCE.



PURPOSE: To improve the quality of job performance; to encourage teachers and support staff to engage in job-related professional development to enhance the standard of services provided by Richmond Public Schools, as well as to aid in attracting and retaining quality employees.

PROCEDURES: Richmond Public Schools' employees who pursue professional development activities will be reimbursed, per fiscal year, a maximum amount as determined by the School Board. All applicants for an undergraduate course must attain a grade of "C" or better and graduate applicants, a grade of "B" or better. A course with a "Pass/Fail" grade is acceptable. All applicants must obtain a "pass" grade. Reimbursement for all staff is contingent upon availability of funds and will be issued on a first come, first served basis. Priority will be given to licensure for staff.

I. ELIGIBILITY REQUIREMENTS:

- A. Applicants must be a permanent/full-time employee.
- B. All applications for reimbursement must be received in the Teacher and Leader Pathways Development thirty (30) days PRIOR to the start date of the class/test/certification. Applications not received 30 days prior may require additional documentation.

II. CONDITIONS AND LIMITATIONS OF REIMBURSEMENT:

- A. The following professional development activities are covered by this policy:
 - 1. Courses offered at an accredited institution of higher learning.
 - 2. Testing reimbursements are only for assessments for teacher/administrative endorsements or industry certification tests.
- B. The following limitations apply to the reimbursement policy:
 - 1. Tuition reimbursement is \$800 for the fiscal year for all teachers and non-instructional employees. Of the \$800, the maximum that can be used for licensure or certification testing is \$500. (e.g. If \$400 is used toward a class then only \$400 remains toward a test registration...all not to exceed \$800 total).
 - 2. All paperwork must be sent to the Teacher Leader Pathways Department [via submission form](#) within 30 days of completing the class/test/certification. Paperwork for classes or assessments taken from July 1 thru August 30 not received in Finance by September 30 will not receive reimbursement. Paperwork for classes/assessments taken from September 1 thru December 30 not received in Finance by January 30 will not receive reimbursement. Paperwork for classes/tests taken in the winter/spring not received in Finance by June 15 will not receive reimbursement.

III. REIMBURSEMENT PROCEDURE:

- A. Applicants must complete all information requested on the Tuition Reimbursement Application form. The application must be signed by the Director/Principal/Supervisor or Designee PRIOR to being sent to the Teacher and Leader Pathways Department. Incomplete applications will not be processed.
- B. A copy of the Tuition Reimbursement Application form will be returned to the employee.
- C. For a college course: All paperwork must be sent to the Teacher Leader Pathways Department [via submission form](#) within 30 days of completing a class. The applicant must send a legible copy of a grade report and proof of payment (registration receipt, cancelled check, charge account receipt, or a receipt issued by the institution) along with a copy of the application, once the course has been completed.
For an assessment/certification: All paperwork must be sent to the Teacher Leader Pathways Department [via submission form](#) within 30 days of completing assessment/certification. Upon completion of the activity the applicant must send a legible copy of test score, certificate of attendance, and proof of payment (registration receipt, cancelled check, or charge account receipt), to the Director/Principal/Supervisor or Designee.
- D. Once all guidelines are met, the Teacher Leader Pathways Department will send a request for reimbursement to Finance, and a check will be issued through direct deposit or mail.

IV. DISTRIBUTION:

- 1. The original applicant will send the original application and evidence of successful completion assessment/courses to the Teacher and Leader Pathways Department with all documentation [via submission form](#).
- 2. The Teacher and Leader Pathways Department will send completed documentation to the Department of Finance for processing.
- 3. Finance will initiate direct deposit to the applicant for reimbursement.

REVISED 12/2023 TALENT OFFICE