

Tuition Reimbursement Process

Webster Groves School District offers tuition reimbursement for full-time and part-time employees. There is a \$1,500 limit per full-time employee per school year. The maximum reimbursement for part-time employees is \$1,500 x FTE for that employee. You will be reimbursed up to 50% of the cost of tuition only. Funds of \$60,000 are budgeted annually. Reimbursement is available until the funds have been depleted for the school year.

Per Board Policy: Employees who receive tuition reimbursement will be expected to continue employment with the Webster Groves School District for 12 months after completion of course work. If an employee voluntarily terminates employment prior to the 12-month period, then the sum paid for tuition reimbursement will be deducted from the remaining payroll checks.

For more information, visit:

[GCL-R1: Professional Staff Development Opportunities](#)

[GDL-R1: Support Staff Development Opportunities](#)

Prior to Coursework

Prior to registering for a class, a **Tuition Reimbursement Pre-Approval Form** must be completed, signed by your building principal, and forwarded to Human Resources to begin the Tuition Reimbursement process.

Completion of Coursework

In order to receive final approval for tuition reimbursement, the following must be submitted 30 days from course completion:

- 1) An **itemized bill**, showing the cost of tuition. Technology fees, parking fees, etc. are not eligible for reimbursement.
- 2) A **grade card of transcript**, showing a grade of B or better.

NOTE: Summer classes are reimbursed from next year's budgeted funds.

Please contact the HR Specialist (314-918-4001 or ext. 10001) with any additional questions or concerns.

TUITION REIMBURSEMENT PRE-APPROVAL FORM

To begin the approval process, this form must be **received** by the Human Resources department, 30 days **prior** to the start of the course. Any discrepancies will result in a delay of processing your paperwork.

Name _____ Building _____

Current Address (for mailing check) _____

Name of School _____ Semester _____

Cost of Tuition \$ _____ (Please do not include fees, as they are not covered)

Course #	Course Name	Begin Date	Completion Date	Credit Hrs.

I understand that in order to **receive** tuition reimbursement, the following must be submitted 30 days from course completion:

- 1) A statement of credit (transcript), showing a grade of B or better.
- 2) An itemized bill, excluding technology fees, parking fees, etc., showing the cost of tuition.

Signature of Applicant _____ Date: _____

Signature of Principal/Supervisor _____ Date: _____

For Human Resources Use Only

Date Received: _____ Total Amount for the Year: _____

Prior Reimbursement(s) Received: Summer \$ _____ Fall \$ _____ Spring \$ _____

Reimbursement Amount: \$ _____ Remaining Balance: \$ _____

For Assistant Superintendent of Human Resources Use Only

Approved	Signature
Denied	
Comments	

Please Note: If you are receiving a tuition voucher, you are ineligible for reimbursement.

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