

## **TUITION REIMBURSEMENT**

When in the judgment of the Executive Director, the course for which reimbursement is requested will make a meaningful contribution to a more effective job performance of the duties to which the certified or non-certified is assigned, then such reimbursement shall be granted.

Each course must be submitted for approval through the [Tuition Reimbursement APP](#) 15 days prior to the course start date and include the employee's name, job title, name of higher education institution, course name, number, description, amount of credits, and cost. All support documents for graduate level courses meeting the above criteria must be uploaded to the website by the first day of the payout month in order to be considered for reimbursement and have earned a grade of B or higher. An official transcript or grade report is required. Proof of payment and a zero balance must be included. It is mandatory that an employee be on the staff at the time of payment in order to receive any of the following reimbursements.

Non-Certified staff will share an annual pool of \$12,000 to be divided among the applicants meeting all the required documentation by July 1<sup>st</sup> (\$6,000) and January 1<sup>st</sup> (\$6,000) in accordance with their costs and distributed proportionately to those with completed documentation for all college level courses. Reimbursements will be included in staff paychecks in the second pay period in the months of July and January.

Certified staff will receive their reimbursement at a maximum rate of 50% or 30% of UCONN's current year's tuition rate for the same number of credits for each course meeting all the required documentation submitted by July 1<sup>st</sup> and January 1<sup>st</sup>. Reimbursement will be included in staff paychecks in the second pay period in the months of July and January.

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