

FAIRFIELD PUBLIC SCHOOLS CERTIFIED STAFF TUITION REIMBURSEMENT

Certified staff are entitled to be reimbursed for up to **two** graduate courses - **not to exceed 10 credits maximum** in a fiscal year (July 1st through June 30th). Tuition cost of college/university courses which have received **prior** approval by the Executive Director of Human Resources, will be reimbursed as follows:

- Courses that relate to staff's assignment will be reimbursed at 80% of the cost for the first course and 50% for the second per fiscal year (July 1 – June 30). Reimbursement is exclusive of all program fees.
- Courses taken to add an additional endorsement to a professional certificate will be reimbursed at 1/3 the cost.
- Courses pertaining to a new degree that do not relate to staff's assignment will be reimbursed at 25% of the cost.
- For part-time staff, the percentage of reimbursement for courses will be in direct proportion to their FTE.
- Reimbursement for dissertation advisement will be limited to a maximum of two semesters.
- Sixth year and Seventh year coursework must be completed within eight years from the start of your program.

Here are the steps to obtaining the necessary approvals:

1. Complete the [Course Pre-Approval Form](#) (CAF) listing the first year of intended coursework, whether it is related to a planned program of study or not.
2. Complete the [Tuition Reimbursement Form](#) for each class you desire reimbursement.
3. Send the Course Pre-Approval Form and Tuition Reimbursement form to Human Resources.

Deadline for submitting Spring, Late Spring, Early Summer classes for pre-approval is **April 1**. If a tuition reimbursement form is submitted after the deadline, you will not be eligible for reimbursement. Summer courses whose schedule lands predominately after July 1 will be considered the next fiscal year.

Upon completion, submit a **final grade report** along with **proof of payment** (Bursar letter or statement). **Transcripts** are only required for Degree Changes.

It will take approximately 3 weeks for your reimbursement to be processed once all of your documentation has been received. Checks are sent to your school during the school year then home during summer months.

You can find additional information and forms on the Fairfield Public School website:
<https://www.fairfieldschools.org/departments/human-resources>

Contact Human Resources at 255-8462 regarding Tuition Reimbursement or Degree Changes.