

FAIRFIELD PUBLIC SCHOOLS TUITION REIMBURSEMENT FOR ADMINISTRATORS

Administrators are entitled to be reimbursed for up to **three** graduate courses - **not to exceed 10 credits maximum** in a fiscal year (July 1st through June 30th). Cost of college/university courses which have received **prior** approval by the Executive Director of Human Resources will be reimbursed according to the following:

- Courses that relate to your assignment will be reimbursed at 100% of the cost for the first course, 50% for the second, and 25% for the third per fiscal year (July 1 – June 30). Reimbursement is based on the cost per credit only (excluding 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 your assignment will be reimbursed at one-third the cost.
- Reimbursement for dissertation advisement will be limited to a maximum of two semesters.

Here are the steps to obtaining the necessary approvals:

1. Complete the [Course/Program Pre-Approval Form](#) (CAF) listing all of your intended coursework for this school year, 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 the Human Resources Department.

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 documentation has been received. Checks are sent to your school during the school year then home during the summer months.

You can also find the forms on the Fairfield Public Schools website:

<https://www.fairfieldschools.org/departments/human-resources>.

**Any questions concerning Tuition Reimbursement or Degree Changes, please contact the
Human Resources Office at 255-8462.**