



Roseburg Public Schools

Roseburg, Oregon
June 1, 2024

TO: All Licensed Teachers

From: Michelle Knee, Assistant Superintendent

RE: **TUITION REIMBURSEMENT GUIDELINES – Licensed Staff**

This memo describes the guidelines for district tuition reimbursement for employees represented by the Roseburg Education Association (REA).

Tuition reimbursement applies to the following:

- Graduate level courses only (500 level or higher)
- Tuition costs only (does not include other fees for classes)
- Fees for auditing a graduate level class
- Courses related to your teaching assignment and/or your professional goals

Deadlines

- All receipts for reimbursement must be received by **May 15th**
- All grade transcripts for reimbursement must be received by **June 15th**
- Reimbursements are for **Summer – Spring courses** of that fiscal year

General Information

- Courses must be **related to a teacher's subject/grade level or professional development goals** as stated and approved through Frontline Professional Growth.
 - All coursework will be reviewed by Human Resources to ensure it meets our District's high-quality standards for continuing education courses. It is **recommended teachers submit their courses for approval to HR prior** to enrolling and/or paying for a course.
- Teachers are **guaranteed 50% reimbursement of the six (6) highest quarter credit hours** submitted during the fiscal year.
 - Reimbursement will be paid on the first six (6) quarter credit hours received and any additional credits submitted will be held until June. If more expensive credits were submitted after the initial six (6) credits, any necessary adjustments will be made in June.
- Teachers can **submit up to six (6) more quarter credit hours for a total of up to twelve (12) quarter credit hours** for potential reimbursement in a single year.
 - Any credits submitted after the initial six (6) quarter credits will be held until June. At that time, any remaining funds will be divided proportionally between those with outstanding credits.
 - Teachers are encouraged to submit reimbursement requests as courses are completed rather than waiting until the end of the year

- **Coursework will be adjusted to quarter credit hours** using TSPC's ratios for continuing education for PDUs:
 - One clock hour = one PDU
 - One quarter hour of college credit = 20 clock hours = 20 PDUs
 - One semester hour of college credit = 30 clock hours = 30 PDUs
 - **Exp:** a 3-credit semester class has an expected 90 hours of clockwork which would be equivalent to 4.5 quarter credits hours ($90 / 20 = 4.5$)
- **Courses must be completed with at least a 'C' or higher grade** (or Satisfactory if the course is graded either Pass/Fail) for reimbursement.

Process for Submitting Courses for Approval (*ideally done prior to class registration*)

1. Desired **courses should be submitted to Human Resources for review** either through the appropriate form in Frontline Central or via email **prior to the course starting**. HR Staff will make every effort to review and respond to the request in a reasonable timeline and will take no longer than ten (10) business days to respond.
2. **HR staff reviews and either approves or denies the course(s)**.
 - a. **If approved**, HR will notify the teacher of the expected quarter credits hours earned in total and for each class.
 - b. **If denied**, HR will include a reason for the denial. Examples could include, but are not limited to:
 - i. Not a graduate level course (500 or higher)
 - ii. Course not related to the teacher's grade level, subject area, or goals
 - iii. Course not taken from an accredited university
 - iv. Teacher has reached their maximum 12 quarter credits for the year
 - v. Courses were not taken during the current fiscal year

Process for Submitting Tuition Reimbursement Requests

1. **Teacher pays for and submits an itemized receipt to Human Resources** either through the appropriate form in Frontline Central or via email.
 - a. Any documentation must include the **teacher's name**, the **institution name**, and the **cost of the tuition for the course(s)**. Please note, only tuition will be reimbursed; any fees assessed by the university are not eligible for reimbursement.
2. **Teacher completes the courses and submits a transcript to Human Resources** either through the appropriate form in Frontline Central or via email.
 - a. Any documentation must include the **teacher's name**, the **institution name**, the **name and code of the course(s)**, the **total credits of the course(s)**, the **term of the course(s)**, and the **grade awarded for the course(s)**.
 - b. Official transcripts are required for awarding of a new degree (Bachelors to Masters or Masters to Doctorate). Otherwise, the transcript can be unofficial.
 - c. Courses must be **passed with at least a 'C' or higher** for reimbursement.
3. **Human Resources reviews and processes the receipt and transcript for tuition reimbursement**. If not previously submitted for approval, HR will review and either approve or deny the course(s) following the process outlined above.
 - a. The **first six (6) quarter credits** submitted for the year will be processed at the time of receipt at 50% reimbursement.
 - b. The **next six (6) quarter credits** will be held until June for partial reimbursement based on available funds.
 - c. Any **credits submitted beyond 12 quarter credits** in a single year will not be eligible for reimbursement.

Frequently Asked Questions

Q: I submitted a tuition reimbursement form in October and got my reimbursement right away. It's February and I submitted more courses for tuition reimbursement over three weeks ago, but I haven't gotten any money back. Why is this one taking longer?

A: Only the first six (6) quarter credits are reimbursed right away. Most likely, you submitted six (6) or more quarter credits during the first reimbursement so anything after that is being held until June. However, if you aren't sure, feel free to reach out to HR to confirm.

Q: I submitted a tuition reimbursement request last year. Can I submit another one again for this year?

A: You can submit tuition reimbursements every year if the courses are taken Summer – Spring term of the **current fiscal year**.

Q: I got reimbursed for 50% per credit on the first set of credits I submitted for tuition reimbursement. Why was the June percentage of reimbursement different?

A: Only the six (6) most expensive credits are guaranteed reimbursement at 50%. All remaining credits submitted (up to 12 credits total) are reimbursed based on the total amount of credits to be reimbursed for all licensed staff and the amount of funds left at the end of the fiscal year. For example, if there are 100 quarter credits waiting to be reimbursed at the end of the school year and there is \$15,000 left in the tuition reimbursement fund, each credit will be worth \$150, which may or may not be 50% of the cost per credit.

Q: I took 15 quarter credits of classes this year and I know I can only be reimbursed for 12 credits each fiscal year. Can I submit the other three credits for reimbursement next year?

A: No, only Summer – Spring courses of that fiscal year can be reimbursed. If you took courses in the previous fiscal year, they cannot be reimbursed in the current fiscal year.

Q: I took a 3-credit semester course, but I am getting reimbursed for less than half of the cost to me. Why am I not being paid exactly half of the receipt I submitted?

A: Tuition reimbursement is done based on quarter credits. If you submitted courses from a university that awards semester credits, those credits are recalculated as quarter credits before the reimbursement is processed. Most 3-credit semester courses are the equivalent of 4.5 quarter credits. Also, only tuition for courses is reimbursed. If you submitted a receipt that included class fees, those are not calculated into the total reimbursement amount.

Q: I submitted a 3-credit semester course for approval, but I was told it was only worth 1.5 quarter credits. Why is that?

A: Credits are awarded based on the expected clockwork hours of the course. If you are taking a "Professional Development" course, the expected clockwork hours might only be 15 hours, which is 0.5 semester credits as a full semester credit is 30 clockwork hours. You can typically find the expected clockwork hours on the back of an official transcript or on the FAQ page of the institution's website. *Hint, if the institution has an FAQ page, it's probably a "professional development" course.*

Any additional questions can be directed to the Human Resources department at x4010.

cc: REA
Administrative Staff

MLK/jf