

Tuition Reimbursement**PLATTSMOUTH COMMUNITY SCHOOL DISTRICT TUITION REIMBURSEMENT PROGRAM**

The Plattsmouth School Board recognizes the importance of continuing education for staff. Upon approval by the Superintendent or designee, certified staff members may be reimbursed for course tuition associated with courses included in a program of study leading to an initial Master's Degree or coursework that makes the employees eligible to teach dual credit courses for PCS and the building administrator confirms such courses will be taught by the identified employees in the present school year or future school years. The intent of this program is to encourage certified employees to earn their initial Master's Degree or continue coursework that makes them eligible to teach dual credit courses for PCS.

Objectives include, but are not limited to, the following:

1. To offer financial incentives that will provide motivation for employees to earn their Master's Degree or teach dual credit courses for PCS.
2. To provide an incentive to keep quality teachers in the Plattsmouth Community School District.

**CRITERIA FOR ELIGIBILITY**

To be eligible for the Tuition Reimbursement Program, a certified employee must meet the following requirements:

1. Be a certified staff member.
2. Have on file a letter from the college or university indicating admission into a Master's Degree program or confirmation that the courses will enable the employees to become eligible for teaching dual credit courses for PCS.
3. Complete the application form and return to the Superintendent or designee. The Superintendent or designee must receive application for The Tuition Reimbursement Program no later than September 1 for the fall semester, January 1 for the spring semester, and May 1 for the summer term. The Superintendent or designee will notify the applicant of his/her status shortly after receiving the completed application.
4. Register for the course and submit a copy of the course number, credit hours, and tuition statement to the Superintendent or designee.

**CRITERIA FOR SELECTION**

Each application will be reviewed on an individual basis, based on the following priority:

1. Be working on coursework toward a Master's Degree.
2. The program or course must relate to the improvement of skills and knowledge necessary in the employee's present certified position.
3. Persons on leave-of-absence are not eligible for the Tuition Reimbursement Program.

**CRITERIA FOR REIMBURSEMENT**

This Tuition Reimbursement Program will reimburse to a maximum of one-half of the approved applicant's tuition for **twelve (12)** credit hours per year. Reimbursement will be for the tuition costs only and will not cover other expenses. The one-half reimbursement will be based upon the credit-per-hour tuition rate at the University of Nebraska Omaha.

For reimbursement, the approved applicant must submit to the Superintendent or designee a tuition statement and enrollment form showing the course number and credit hours. The reimbursement will be provided at the completion of the course and after the applicant has provided a grade report to the Superintendent or designee. A grade of "C" or higher must be received in order to be eligible for tuition reimbursement.

**OTHER PROGRAM GUIDELINES**

Courses taken using the Tuition Reimbursement Program will count for advancement on the salary schedule if they meet all other District requirements.

Approved applicants who have received tuition reimbursement must remain in the Plattsmouth Community School District for **three (3) years** after the completion of the reimbursed course or repay the district for the amount of reimbursement. Any reimbursement not meeting this three-year guideline will be deducted from the final paycheck of the employee.

Additionally, if employees receive tuition reimbursement for coursework that will make them eligible to teach dual credit courses and they leave the district prior to teaching any dual credit courses for PCS or they do not teach dual

credit courses within two years of completing the coursework, the employees will repay the district for the amount of reimbursement. Reimbursement will be deducted from the final paycheck for employees that leave the district, and for employees that remain with the district but do not teach any dual credit courses within two years, the reimbursement will be deducted from paychecks in the next school year, unless the employees repay the reimbursement sooner than the next school year.

**PAYMENT**

Payments of Tuition Reimbursement Program will be made within thirty days of receiving the grade report showing the course number, credit hours, and grade.

**ADMINISTRATION**

The Superintendent, in accordance with School Board Policy, shall administer the Tuition Reimbursement Program. The total amount of funds available for tuition reimbursement is identified in the negotiated agreement between the Board and PEA. In the event any provisions of this Program are found to be in violation of State or Federal Constitution, statute or regulation, the Program will be terminated.

**APPLICATION FORM FOR TUITION REIMBURSEMENT PROGRAM**

In order for a certified staff member to receive tuition reimbursement, this form should be completed and approved. A form must be completed for each semester/term that a certified staff member wishes to apply for tuition reimbursement. Please complete this form and submit to the Superintendent or designee.

Applicants must have, on file, a letter from the college or university indicating admission into an initial Master's Degree program, confirmation that the courses will enable the employees to become eligible for teaching dual credit courses for PCS, or confirmation that coursework is toward an additional endorsement in an area related to their current or future areas of responsibility. The Superintendent or designee must receive this application for the Tuition Reimbursement Program no later than September 1 for the fall semester, January 1 for the spring semester, and May 1 for the summer term. The Superintendent or designee will notify the applicant of his/her status shortly after receiving the completed application. The program or course must relate to the improvement of skills and knowledge necessary in the employee's present certified position. A limited number of staff may be reimbursed for a Master's Degree in Educational Administration.

\_\_\_\_\_  
Name of Employee

\_\_\_\_\_  
Social Security Number

\_\_\_\_\_  
Current Job Title

\_\_\_\_\_  
School

\_\_\_\_\_  
Course Name

\_\_\_\_\_  
Course Number

\_\_\_\_\_  
College or University

\_\_\_\_\_  
Credit Hours

\_\_\_\_\_  
When Does the Course Start

The undersigned employee understands that the Plattsmouth Community School District can accept or reject this application. The approved applicant must complete the approved course and submit a grade report in order to receive the tuition reimbursement. Applicants who have received tuition reimbursement must remain in the Plattsmouth Community School District for three years after the completion of the reimbursed course or repay the district for the amount of reimbursement. Any reimbursement not meeting this three-year guideline will be deducted from the final paycheck of the employee.

TEACHER'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

This employee is applying for the Tuition Reimbursement Program. I have reviewed this request and verify that the courses listed are within the teacher's subject area and/or meet the criteria of the Program.

I verify that the course listed may be used for tuition reimbursement.

\_\_\_\_\_  
The request for tuition reimbursement is denied because:

\_\_\_\_\_  
Superintendent's Signature

\_\_\_\_\_  
Date