

*Adopted: August 3, 2008*

*Reviewed: February 20, 2025*

## **Twin Cities International Schools**

### **TUITION REIMBURSEMENT (400B)**

#### **I. PURPOSE**

Tuition Reimbursement provides full-time Teachers and Educational Assistants assistance in the pursuit of any degree or certification that will enhance the employee's ability to fulfill the requirements of his/her present position or to better prepare him/her to assume the responsibilities of a new position with Twin Cities International Schools.

#### **II. GENERAL STATEMENT OF POLICY**

- A. In order to be eligible for reimbursement, the employee needs to be a full-time employee at the start of the academic school year. The employee must also complete and submit the Request for Tuition Reimbursement Form to the Director. The Director will review and certify the course for which the employee is applying meets specified criteria. The request will be returned to the employee with a notation of approval or disapproval within 10 working days. If the request is not approved, an explanation will be included. Tuition reimbursement will be provided beginning in October of each current school year.
- B. The course(s) taken must be from accredited colleges and universities specializing in job or career-related education and training.
- C. The maximum reimbursement for all courses of study will not exceed \$1,000.00 for Teachers and \$500.00 for Educational Assistants in an academic school year. Tuition reimbursement is prorated for employees who do not work the full school year.
- D. Any courses taken from June 1 – August 31 must to be pre-approved by the Director before June 1 of that year. Any employees who take courses without preapproval may be denied of tuition reimbursement.
- E. Twin Cities International Schools will reimburse the employee upon receipt of a Request for Tuition Reimbursement and his/her Official Final Grade Report and receipt verifying the actual tuition paid. All grades and proof of payment must be submitted to the Director within 30 days of completing the course.
- F. Tuition and eligible fees are not reimbursable when employees:
  - 1. Receive duplicate or comparable fees from another institution or agency, grant, scholarship, Veterans' Education Benefit, or other financial aid; or
  - 2. Voluntarily terminate employment, or are terminated for cause, prior to course completion, or
  - 3. Have not received advance approval, particularly those associated with a degree program.