

Tuition Reimbursement Instructions – Professional Staff

Starting July 1, 2025, tuition reimbursements will be processed through payroll with applicable taxes withheld at the time of reimbursement.

Refer to the CAEA contract on the district website (Human Resources page) under section 13.5 “Reimbursement of Additional Education” for important details on course reimbursement.

To receive Act 48 hours, follow separate instructions provided at New Teacher Induction. Additional questions may be directed to Crystal Lautenslager or Cheryl Day.

Eligibility for Tuition Reimbursement:

You must:

- Receive “Approval” on the Act 48 website **prior** to the start date of the course.
- **Pay** for the course(s) before requesting reimbursement.
- Submit all required documents **within 60 DAYS of the course completion date**.
- Ensure **your name** appears on each document
- **Email** all documents to Tuition.Reimb@casdonline.org

Required Documents:

Sample screen shots of all 4 documents can be found on pages 3 & 4 for reference

1. **Course Request Detail Report** from the Act 48 site - click on the course under Session Name
2. **Approval Detail Report** from the Act 48 site - click on “Approved” under current status
3. **Final Grade Report** with
 - a. Your name
 - b. Institution name
 - c. Course name
 - d. Final grade (official transcript not required)
4. **Detailed billing statement** or account detail summary by term showing
 - a. Your name
 - b. Institution name
 - c. Tuition and fee breakdown
 - d. Confirmation of payment with no outstanding balance for the course (usually represented by a \$0 balance)

Tuition Deferment

Many colleges/universities offer deferred payment plans for post-baccalaureate programs. This deferment allows you to complete the course before payment is due. A portion of the deferment form will need to be completed by the district and should be submitted, along with a copy of the semester bill, to the Payroll Supervisor for completion. **Term balances must still be paid PRIOR to the District's reimbursement.**

15 credit limit per fiscal year

As per the CAEA contract, tuition reimbursement may be requested up to 15 credits per fiscal year (July 1 to June 30) **based on the completion date of the course.**

- Courses completed by June 30 count toward the school year just completed
- Courses completed after June 30 count toward the upcoming school year
- Please refer to the CAEA contract for any exceptions to this policy.

Tax Implications

Tuition Reimbursement is subject to federal, state and local taxes:

- Reimbursements are taxable wages **in the year paid** and will be included on your W2.
- **PA state and Local tax** withholdings apply to all PA residents and to all tuition reimbursements.
- **Federal, Maryland & West Virginia tax** withholdings apply to amounts exceeding \$5250 per calendar year (January to December) at the rate of 22%.
- **Starting July 1, 2025, tuition reimbursements will be processed through payroll with applicable taxes withheld at the time of reimbursement.**
- More information can be found on the district website, Business & Finance > Payroll > Resources > Tuition Reimbursement Withholding

4 Sample documents follow...

#1 Course Request Detail Sheet

**Chambersburg Area School District**
Good Evening, Jane Doe Act 48

Jane Doe

Registration | Conference | Course Pre-Approval | Status | User Info | Logout

Status > Course Request Detail

Course Request Detail

REQUEST II Will list a #

Name: Jane Doe

Building: ING UNIT

Date of request: 5/26/2024

Course Number: 614

Course title: Foundations of Instructional Coaching

Institution: Slippery Rock University

Course location: online

Date of course: 6/24/2024 through 7/29/2024

Credits: 3

State or estimate the number of hours 90

Graduate Yes

Cost Per Credit 0

Funding Source Admin. Only

Tuition: 1548

Purpose to Taking Course needed to complete reading

Course specialist certification

#2 Approval Details Sheet

**Chambersburg Area School District**
Good Morning, Jane Doe Act 48

BARGAINING UNIT

Conference | Course Pre-Approval | Status | User Info | Logout

Status >

Approval Details

Course Name: DIGITAL PORTFOLIO'S

Provider: WILSON

Location: ONLINE

Start Date: 6/3/2024 End Date: 7/14/2024 Credits: 3 Cost: \$0.00

1 of 1 Approved User: Crystal Lautenslager, ADM, SUPV, COORD

Approval Status: APPROVED Approved Date: 05/20/2024

Payment Method: EMPLOYEE PAYS

Employee Pays must be in GREEN (not red)

Cancel Conference Request

Back

#3 Final Grade Sheet (here is an example from Wilson, however each institution will have their own)

① University Name Needs to be Listed

③ Your Name must be On Final Grade Sheet

WILSON COLLEGE

Jane Doe

Academics Grades

Grades

Summer Term I 2024 (5/6/2024-6/26/2024)
Term GPA: 4.000

② Must say Final Grade

Course Section	Title	Credits	Final Grade	Midterms
EDU-920GR-02 6/17/2024 - 7/28/2024	Learning Management Systems	3		
EDU-924GR-01 6/3/2024 - 7/14/2024	Digital Portfolios	3		

#4 Detailed billing statement or Account Detail Summary (each institution will have their own)

Student Statement

Wilson College
1015 Philadelphia Av
Chambersburg, PA
17201-1279

Jane Doe

Your name must be on statement

Name	Student ID	Total Balance	Amount Overdue	Amount Due	Total Amount Due	Amount Enclosed
		\$0.00	\$0.00	\$0.00	\$0.00	

Payment Due June 15 for Summer II CoursesPayment Due August 12 for Fall Courses***Anyone with a past due balance will receive a late fee***

Account Activity Summary - Summer Term I 2024

Previous Balance (Charges before Summer Term I 2024)	\$0.00
Charges	
Tuition by Total	\$3,240.00
+ Total Charges	\$3,240.00
- Student Payments	\$3,240.00
= Summer Term I 2024 Balance	\$0.00
= Total Amount Due	\$0.00
Total Balance	\$0.00

Account Activity Details - Summer Term I 2024

Section	Course Title	Billing Credits	CEUs	Status
EDU-920GR-02	Learning Management Systems	3.00		New
EDU-924GR-01	Digital Portfolios	3.00		New
Total				\$3,240.00

Payments

Receipt Number	Date	Amount	Method	Reference Number
	5/29/2024	\$2,000.00	Electronic Check	
	6/3/2024	\$1,240.00	Electronic Check	