



NORMANDY SCHOOLS COLLABORATIVE

TUITION REIMBURSEMENT PROGRAM

Purpose

The Normandy Schools Collaborative (NSC) offers a tuition reimbursement program to attract, retain, and train staff. With a significant number of entry-level staff, NSC wishes to ensure all employees have an opportunity to enhance their teaching and professional skills further and maintain their certification. This program will also cover National Board Certification.

Focus

Certified Staff: The primary focus of the tuition reimbursement program will be to strengthen instruction by deepening the content knowledge of our teaching staff. Courses in critical shortage areas constraining NSC's ability to deliver rigorous instruction will receive preferential approval. Approved coursework will include content-specific classes in the areas of literacy, mathematics, and science, as well as the respective methods courses designed to improve pedagogical skills.

Classified Staff: The primary focus for these tuition reimbursement monies will be to strengthen specialized fields of professionalism. Approved coursework will include specific classes in the area of certification or specialization (such as office skills).

Allocation

Each year, subject to JEGB approval, the NSC budget will include an amount designated for the tuition reimbursement program, with 80% allocated to certified staff and 20% allocated to classified staff. These funds will be allocated equally across the Fall and Spring.

Eligibility & Waiting Period

Staff members become eligible for tuition reimbursement after completing three (3) months of continuous employment with the district.

Rate of Reimbursement

Reimbursement will be limited to 85% of the tuition paid by the staff member, capped at six (6) credit hours per semester. Parking fees, books, supplies, and other incidental expenses are not eligible for reimbursement. Only courses with a grade of C or better will be considered for reimbursement.

Proration

If total reimbursement requests exceed the amount allocated per semester for each class of employees, the individual reimbursement amounts will be prorated accordingly.

Graduate Coursework Without Grades

Ongoing doctoral or master's/dissertation coursework without standard grades will not be reimbursed until completion of the program and submission of an official transcript showing degree conferral.

Commitment Requirement

If a staff member receives reimbursement for six (6) credit hours each year, they must commit to remaining with the organization for at least two (2) years following the reimbursement. If employment is terminated for any reason within this two-year period, all tuition reimbursement received during the prior two years must be repaid to the organization.

To receive Tuition Reimbursement, the following procedures must be followed:

- Application for tuition reimbursement must be completed and submitted by the deadline with proof of enrollment (billing statement and schedule).
- All applications received by the deadline will be reviewed and approved by the Human Resources Administrator. A copy of this approved application will be returned to the employee to be included in the documentation when the course is completed.
- When the course is completed, the following documents must be submitted to the Human Resources Generalist by the established deadline.
 1. the course approval application
 2. the official paid tuition receipt, indicating employee name and a zero balance
 3. an official transcript or grade sheet

The deadlines for submission of the above documentation are as follows:

Items to Submit and Deadlines	Fall Semester	Spring Semester	Summer Semester
Application & Course(s) Description Due to HR Generalist	August 5	December 15	May 17
Reimbursement Documents Due - Course Approved Application, Official Paid Tuition Receipt, & Official Transcript	January 12	June 7	August 02
HR Approves & Submits to Finance	January 31	June 28	August 30
Reimbursement Approved by JEGB	Feb. Mtg.	July Mtg.	Sept. Mtg.
Reimbursement Disbursed by Finance (on or around)	February 27	July 31	September 30



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APPLICATION FOR APPROVAL OF COURSE AND TUITION REIMBURSEMENT

Reimbursement will be based only on the **tuition paid by the staff member**. *A separate form must be submitted for each individual course*. Should total reimbursement requests exceed the amount allocated per semester per classification of employee, reimbursement amounts will be prorated.

EMPLOYEE NAME	COLLEGE/UNIVERSITY/BUSINESS SCHOOL
DEGREE/PROGRAM	TITLE OF COURSE
COURSE NUMBER	DATES COURSE BEGINS AND ENDS
TUITION AMOUNT REQUESTED	COURSE HOURS GRANTED

*I acknowledge that my receiving tuition reimbursement is conditioned upon continued service with the District for a period of **two** (2) years from the time such tuition is paid by the District. I hereby agree to refund the payment and authorize the District to withhold such amount from my final paycheck(s) if my employment with the district is terminated for any reason within the two (2) year period.*

EMPLOYEE SIGNATURE

DATE

APPROVAL OF APPLICATION

CHIEF HUMAN RESOURCES OFFICER

DATE

AMOUNT

APPROVAL OF REIMBURSEMENT

CHIEF HUMAN RESOURCES OFFICER

DATE

AMOUNT

RECORD OF PAYMENT

DATE OF PAYMENT

CHECK NUMBER

AMOUNT

FINANCE