

Eunice Public School District Employee Educational Assistance Policy

Policy Statement: Eunice Public School (EPS) is committed to building a highly qualified workforce by supporting employee education. Financial assistance is provided for specific degree and licensure programs that directly align with the District's instructional needs.


1. General Eligibility Requirements

To be eligible for *any* financial assistance under this policy, an employee must:

- Be a **regular, full-time employee** of EPS.
 - Have successfully completed the **initial probationary period** for their position.
 - Be an employee **in good standing**, with no active disciplinary actions.
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2. Bachelor's Degree Assistance (Teaching Pathway) and Alternative Licensure Pathway or Master's (other than USW)

 **Program Focus** This provision is specifically for employees **seeking to obtain a Bachelor's Degree** and/or **Alternative License** leading to initial teacher certification.


 **Financial Guideline (Reimbursement)** The District will reimburse the employee for tuition up to a maximum of **\$303.00 per credit hour**. This assistance is limited to tuition costs only and does not cover fees, books, or supplies.


Reimbursement Procedure

1. **Pre-Approval:** The employee must submit the **Bachelor's Degree Pre-Approval Form**. This form requires approval from the immediate supervisor and HR to confirm the degree path aligns with teaching certification requirements.
2. **Payment:** The employee is responsible for paying the full tuition cost upfront to the accredited institution.
3. **Completion & Documentation:** Following the end of the semester, the employee must submit the following to the HR Office within **45 calendar days**:
 - **Request for Educational Reimbursement Form.**

- **Official Transcript or Grade Report** verifying successful completion of the course (grade of "C" or better).
 - **Proof of Payment** for the tuition (e.g., canceled check, fee statement showing a \$0.00 balance, or itemized receipt).
4. **Reimbursement:** The employee will be reimbursed for the tuition cost, not exceeding the \$303.00 per credit hour cap, upon verification of all required documentation.
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3. Master's Program Assistance (USW MOU)

 **Program Focus** This program is available to eligible employees pursuing a Master's degree through the partnership established with the **University of the Southwest (USW)** under a signed Memorandum of Understanding (MOU).

 **Financial Guideline (Upfront Payment)** EPS will cover the **100% upfront cost** of the approved Master's program tuition at USW, subject to the terms of the active MOU.

Procedure for Enrollment and Upfront Payment

1. **Application:** The employee must first be accepted into the qualifying Master's program at USW.
 2. **District Form:** Complete the **USW Master's Program Enrollment and Payment Authorization Form** and attach the USW acceptance letter.
 3. **Approvals:** The form requires final approval from the **Superintendent's Office**.
 4. **Direct Billing:** The Finance Department will process **direct payment** of the tuition to the University of the Southwest.
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4. Service and Repayment Obligation (All Programs)

Employees receiving any financial assistance (reimbursement or upfront payment) under this policy incur a mandatory service obligation to the District.

- An employee must remain employed by EPS for a minimum of **two (2) calendar years** following the date of the last financial payment or reimbursement received.
- If the employee voluntarily resigns or is terminated for cause before fulfilling the two-year obligation, the employee will be required to **repay the full amount** of the assistance received to the District.
- The District reserves the right to deduct the repayment amount from the employee's final paycheck(s).