

APPENDIX "C" – EMPLOYEE BENEFITS

Section 1 – Tuition Reimbursement

Subsection a. The Wilson Area School District will reimburse professional employees for tuition fees for graduate credits from institutions recognized on the District's higher education institution list or approved by the Superintendent. Pre-approval by the Superintendent is required for all coursework prior to enrollment. Tuition reimbursement forms will be available from the Central Office. (Note sample form)

Subsection b. The Wilson Area School District will reimburse professional staff members for graduate work at the rate of one hundred percent (100%) of the East Stroudsburg University tuition rate, subject to the following limitations:

1. Maximum reimbursement per teacher will be for twelve (12) credits completed during a particular contract year (September 1 – August 31), until the attainment of thirty-six (36) credits.
2. Reimbursement after the attainment of thirty-six (36) reimbursed graduate credits will be limited to nine (9) graduate credits within every five (5) year period, so that the professional employee can meet the State's continuing education requirement.
3. Professional employees must be on the staff of the Wilson Area School District at time of enrollment and at time of reimbursement.
4. Reimbursement will be made to the employee provided that the employee has received at least a grade of "B" when all necessary information has been completed and received by the Central Office. If all the required paperwork is received by the 20th of the month, reimbursement approval will be made at the next regularly scheduled Board meeting that authorizes bill payment. Checks will be sent to the employee within two (2) days following Board approval.
5. Graduate credits to be reimbursed taken from institutions not recognized on the District's higher education institution list must be pre-approved by the Superintendent and his/her's decision is final.
6. The following approved higher education institution list has been acknowledged by the District as meeting the requirements of this section:
 1. East Stroudsburg University of Pennsylvania
 2. Pennsylvania State University
 3. Kutztown University of Pennsylvania
 4. Temple University
 5. University of Pittsburgh

6. Bloomsburg University of Pennsylvania
 7. California University of Pennsylvania
 8. Clarion University of Pennsylvania
 9. Edinboro University of Pennsylvania
 10. Indiana University of Pennsylvania
 11. Lock Haven University of Pennsylvania
 12. Mansfield University of Pennsylvania
 13. Millersville University of Pennsylvania
 14. Shippensburg University of Pennsylvania
 15. Slippery Rock University of Pennsylvania
 16. West Chester University of Pennsylvania
 17. Cheyney University of Pennsylvania
 18. Delaware Valley University
 19. Lehigh University
 20. Moravian College
 21. Wilkes University
 22. Cedar Crest College
 23. Lafayette College
 24. Albright College
 25. Alvernia University
 26. Arcadia University
 27. Gwynedd Mercy University
 28. DeSales University
7. Requests to add higher education institutions not recognized by the District must be made to the Superintendent prior to course enrollment on the form provided by the District. Said request must be made no fewer than 30 calendar days prior to the start of the course. The request must include the course name, number, credits and the dates the class meets. The application must also include a statement of the instructional benefit to the District. Graduate credits provided by a university through third party partners or credits offered through Intermediate Units are not eligible for reimbursement. The Superintendent will notify the employee of acceptance or denial of the application within ten (10) working days from the date of submission.

Subsection c. Tuition Repayment/Tuition Forgiveness

Should a professional employee resign from the District, or retire from education prior to working in the District for a period of seven (7) years, the employee must repay the tuition reimbursement according to the following schedule. If legal action must be taken by the District to secure repayment, all attorney's fees will be added to the amount that must be repaid. If a tuition repayment plan is agreed upon and the former employee becomes delinquent in payments by ninety (90) days or otherwise fails to comply with the repayment plan, all tuition owed to the District will immediately become due and payable.

1. For every full year worked in the District (excluding leaves of absence), the tuition repayment for three (3) graduate credits is waived. An employee who works less than a full school year will not be eligible for tuition repayment waiver; i.e. an employee who is reimbursed for nine (9) credits in year one, and six (6) credits in year two, must work in the District for five (5) full years to offset the tuition repayment provision. Part-time service is deemed to be the equivalent of full-time service for the purpose of tuition repayment waiver.
2. Long-term substitutes are eligible for this benefit, and may take and be reimbursed for only three (3) credits each year, only if the length of employment with the District is to be for one full year.
3. Credits to be waived will be calculated in chronological order, beginning with the oldest and moving forward to the most current.
4. If an employee leaves the District prior to completing seven (7) years of service, the employee will be required to repay all tuition reimbursement, minus the cost of credits waived in accordance with section 1 above. Repayment shall not be applicable in case of furlough, or in other cases at the discretion of the Board.
5. Tuition repayment is meant to protect the investment the District makes during a professional employee's first seven (7) years of employment in the District. After seven (7) years, tuition repayment is no longer applicable, regardless of the number of graduate credits taken and/or reimbursed during the first seven (7) years.
6. Tuition repayment does not apply to any professional employee who has been in the District for seven (7) full years or more.