Tacy Nettleton
Human Resources Coordinator
5 Minortown Road | PO Box 469
Woodbury, CT 06798
Phone: 203-405-8413 | Fax: 203-263-5378
tnettleton@ctreg14.org | www.ctreg14.org

TUITION REIMBURSEMENT PRE-APPROVAL

Name:_____School: _____

Assignment:_____

Title:_____Course No.: _____

Semester & Dates:_____No. of credits: _____

College/University: _____

Course Description:_____

Deadline for submissions of Tuition Reimbursement applications shall be **February 1st** of each school year. Provide proof of costs of tuition with application submission.

Cost Per Credit: $_____Total Tuition Expense: $_____

Is this a degree program that will result in a diploma? Yes No If Yes, what degree? _____

If No, is it part of a pre-approved graduate program that is on file and has received approval from the Central Office? Yes No

Will the program add a new endorsement for your Professional Certificate? Yes No, if so, what endorsement?
_____

Reimbursements for a second class shall happen after all requests for reimbursement for a first class have been met. Any funds available for a second class reimbursement shall be equally divided among second class reimbursement requests. No teacher shall receive reimbursement for more than two courses in any school year not to exceed 8 credits per year unless, after the deadline has passed, and after all applications have been approved or disapproved, the amount of funds designated for that year have not been exhausted, at which time they would be equally divided among the remaining reimbursement requests. Teachers intending to seek reimbursement for more than one course should apply for all courses at the same time, in order of preference.

_____Employee signature_____ date

_____Superintendent signature for approval_____ date

_____Director of Finance and Operations signature for approval_____date

The Regional School District 14 Board of Education does not discriminate on the basis of race, color,religion, marital status, national/ethnic origin, age, sex, gender identity or expression, sexual orientation,or disability in its programs, activities, and employment practices assetforth in compliance with the Office of Civil Rights, Title VI, Title IX, and Section 504.Any person having inquiries concerning Regional School District 14 Public Schools' compliance with Section 504, Title VI or Title IX should contact: Dina Ericson, Director of Student Services, Regional School District 14, 5 Minortown Road, PO Box 469, Woodbury, CT 06798 (203) 263-0416

Teachers who meet the following conditions shall receive partial reimbursement for the cost of tuition incurred in taking college level courses:

1. The course work must be over and above any work required to achieve or maintain provisional, standard or other certification required by state or federal law or regulation of the Connecticut Department of Education;
2. The courses must concern educational or subject areas identified and published to the staff by June I by the Superintendent;
3. The particular courses must be approved by the Superintendent in advance. The Superintendent's decision is final and not subject to the grievance procedure;
4. The teacher must receive at least a "B" grade for the entire course from a regionally accredited college or university for college level course work. A transcript or other official record of such grade must be provided;
5. Upon the approval by the Superintendent of all requests for reimbursement, payment shall be equally divided among reimbursement requests, until all available funds are allotted. Staff will be advised of the approval of the reimbursement prior to their taking the course. All requests for reimbursement shall be made in a timely manner (i.e., in the same school year that that the course is taken).
6. Prior to each school year the Superintendent and the Board, in their sole discretion, shall designate $13,000, which will be available to the staff for course reimbursement. A deadline for applications shall be set and communicated to bargaining unit members by February 1 of each year;
7. Any teacher whose course is approved shall submit evidence of the costs of tuition and the Board shall, if all conditions are met, reimburse the teacher in accordance with Section B.5, above, provided that any teacher who leaves the employ of the District prior to the expiration of two school years following receipt of such reimbursement shall pay back such reimbursement to the District on a prorated basis;
8. Reimbursements for a second class shall happen after all requests for reimbursement for a first class have been met. Any funds available for a second class reimbursement shall be equally divided among second class reimbursement requests. No teacher shall receive reimbursement for more than two courses in any school year not to exceed 8 credits per year unless, after the deadline has passed, and after all applications have been approved or disapproved, the amount of funds designated for that year have not been exhausted, at which time they would be equally divided among the remaining reimbursement requests. Teachers intending to seek reimbursement for more than one course should apply for all courses at the same time, in order of preference
9. The Board shall provide an accounting of reimbursement made on May 1 of each year.

The Regional School District 14 Board of Education does not discriminate on the basis of race, color,religion, marital status, national/ethnic origin, age, sex, gender identity or expression, sexual orientation,or disability in its programs, activities, and employment practices assetforth in compliance with the Office of Civil Rights, Title VI, Title IX, and Section 504.Any person having inquiries concerning Regional School District 14 Public Schools' compliance with Section 504, Title VI or Title IX should contact: Dina Ericson, Director of Student Services, Regional School District 14, 5 Minortown Road, PO Box 469, Woodbury, CT 06798 (203) 263-0416