

TUITION REIMBURSEMENT

Purpose:

LEARN encourages the continued professional growth and development of its staff to improve their professional skills and knowledge. LEARN Tuition Reimbursement supports courses that are job-related or advance professional development aligned with LEARN's mission. All requests for tuition reimbursement must be submitted through the [Tuition Reimbursement App](#).

Eligibility:

- CSDE Certified Staff: Eligible upon employment and must be employed through June 30th, the end of the school year in which the course is taken.
- Non-Certified Staff: Must have completed at least one full year of continuous employment and remain employed through June 30th, the end of the school year in which the course is taken.
- All Employees: Must be scheduled to work 20 hours per week or more.

Reimbursement:

- **CSDE Certified Staff**
 - Reimbursement: The UCONN tuition rate will serve as the standard benchmark for all certified staff reimbursement calculations. CSDE Certified staff shall be eligible for tuition reimbursement for approved graduate-level coursework. Reimbursement will be calculated as the lesser of:
 - 30% of the University of Connecticut's (UCONN) current-year tuition rate for the same number of credits or
 - A maximum of 50% of the actual tuition cost
- **Non-Certified Staff:**
 - Shall be eligible for tuition reimbursement through an annual pool of \$12,000, per fiscal year, to be distributed among eligible applicants in accordance with established procedures.
 - If total approved requests exceed the available pool, funds will be distributed proportionately among eligible applicants.

- **All Employees:**

- Submit all course requests at least 15 days prior to course start via the [Tuition Reimbursement App](#).
- Tuition reimbursement covers **tuition and mandatory course fees only**; it does not cover room, board, personal expenses, or materials such as textbooks or online access.
- All required documentation for reimbursement must be submitted by July 1st and January 1st.
- Reimbursement percentages, deadlines, and procedures are defined in the Tuition Reimbursement Regulation.

Approval:

- Final approval for eligible courses is at the discretion of the Executive Director or designee, in accordance with applicable collective bargaining agreements and LEARN policy.

Reference:

- Detailed procedures, submission requirements, and timelines are outlined in the Tuition Reimbursement Regulation.

Policy Adopted: September 9, 1993

Policy Amended: February 16, 1995

Policy Amended: January 8, 1998

Policy Amended: February 12, 1998

Policy Amended: May 10, 2001

Policy Amended: February 14, 2008

Policy Revised: June 8, 2023

Policy Revised: April 9, 2026

LEARN