

## **TUITION REIMBURSEMENT FOR EMPLOYEES**

**Purpose:** This regulation provides detailed procedures for administering LEARN’s Tuition Reimbursement program in accordance with board-approved policy 4129/4229 and applicable collective bargaining agreements.

### **A. Eligibility Requirements**

#### **1. CSDE Certified Staff:**

- Eligible immediately upon employment.
- Must remain employed through the end of the school year to receive reimbursement.

#### **2. Non-Certified Staff:**

- Must have completed one full year of continuous employment.
- Must remain employed through the end of the school year to receive reimbursement.

#### **3. All Employees:**

- Must work at least 20 hours per week.
- Must submit all tuition reimbursement requests via the [Tuition Reimbursement App](#).

### **B. Course Requirements**

#### **1. CSDE Certified Staff:**

- Eligible courses include credit-bearing graduate, or post-graduate courses.

#### **2. Non-Certified Staff:**

- Eligible courses include college-level, credit-bearing undergraduate, graduate, or post-graduate courses.

#### **3. All Employees:**

- Courses must benefit the employee’s role and responsibilities at LEARN.
- Courses must be pre-approved via the [Tuition Reimbursement App](#).
- A brief course summary (title, number, description, credits, cost) is required for approval.
- Final reimbursement requires:
  1. Course completion
  2. Minimum grade of B (undergraduate, graduate, and post-graduate)
  3. Proof of payment and zero balance

### C. Application Process

1. Submit all course requests at least 15 days prior to course start via the [Tuition Reimbursement App](#).
2. Include:
  - Employee name and job title
  - Institution, course name and number
  - Course description and credits
  - Tuition cost
  - Proof of payment with zero balance
3. Step-by-Step Guidance:
  - For multi-course tuition bills, employees should allocate tuition proportionally to each course and submit supporting documentation.
  - If course schedules are tentative or adjusted, employees must update documentation once finalized.
4. The Executive Director or designee reviews requests for approval in accordance with contract/policy language.

### D. Reimbursement Process

- **CSDE Certified Staff**
  - Reimbursement: The UCONN tuition rate will serve as the standard benchmark for all certified staff reimbursement calculations for tuition reimbursement for approved graduate-level coursework. Reimbursement will be calculated at 30% of the University of Connecticut's (UCONN) current-year tuition rate or a maximum of 50% of the actual tuition cost for the same number of credits.
  - Submission deadlines: July 1 and January 1.
  - Processed in the second pay period of July and January.
- **Non-Certified Staff:**
  - Share an annual reimbursement pool of \$12,000, per fiscal year. Funds will be distributed in two equal allocations of \$6,000 each, among applicants meeting requirements.
  - Reimbursement documentation submission deadlines: July 1 and January 1.

- Reimbursements are processed in the second pay period of July and January. If requests exceed the pool, funds are distributed proportionally.

### **E. Documentation Requirements**

- Official transcript or grade report confirming successful course completion.
- Proof of payment and zero balance.
- All documents must be uploaded to the [Tuition Reimbursement App](#) by the submission deadline.

### **F. Exceptions and Special Circumstances**

- Courses not pre-approved or missing documentation will not be reimbursed.
- If an employee leaves LEARN before completing the course or leaves LEARN prior to the end of the school year in which the course is taken, reimbursement is forfeited.
- Exceptions may be considered at the discretion of the Executive Director.

### **G. Compliance and Recordkeeping**

- All requests, approvals, and reimbursements are tracked in the [Tuition Reimbursement App](#).
- HR and the Executive Office monitor compliance with policy deadlines, eligibility, and reimbursement amounts.

Regulation Adopted: June 8, 2023

Regulation Revised: April 9, 2026

LEARN