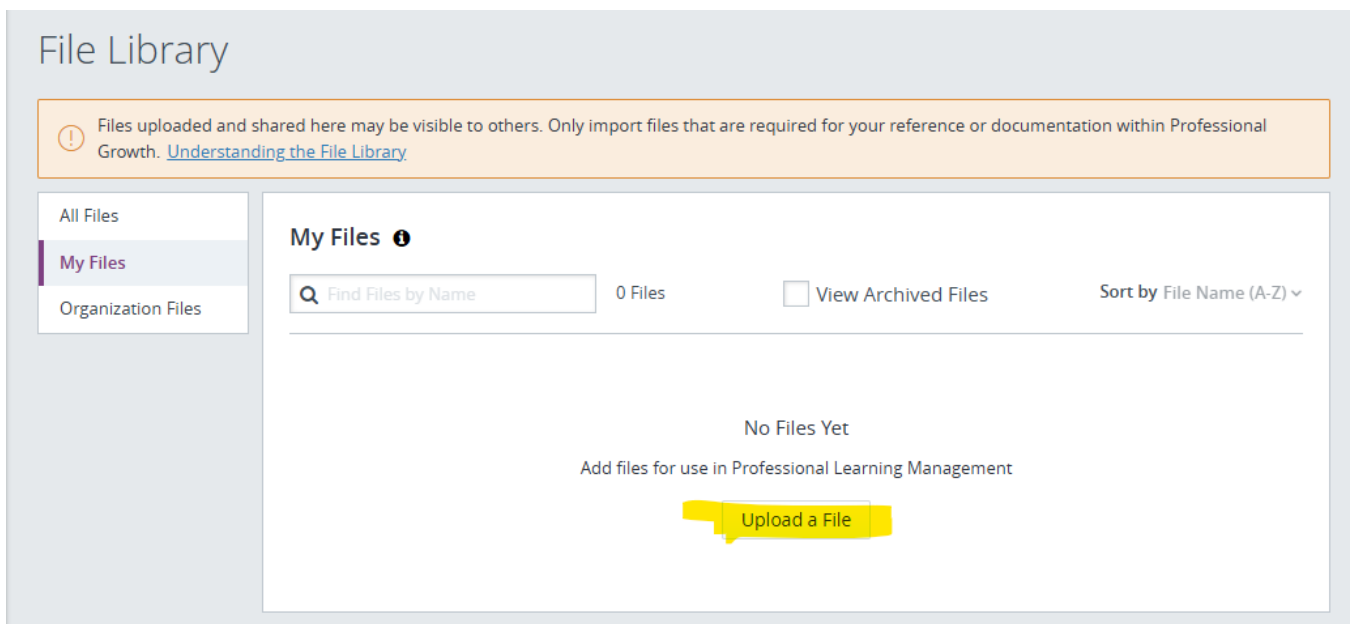
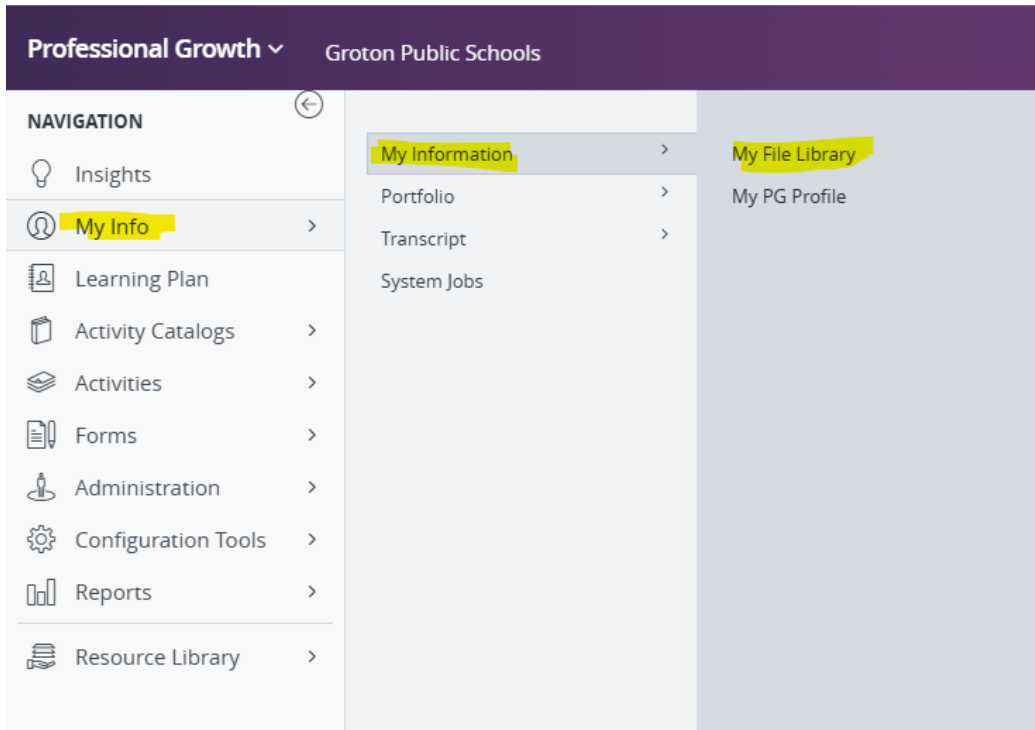


Tuition Reimbursement Frontline> Professional Growth

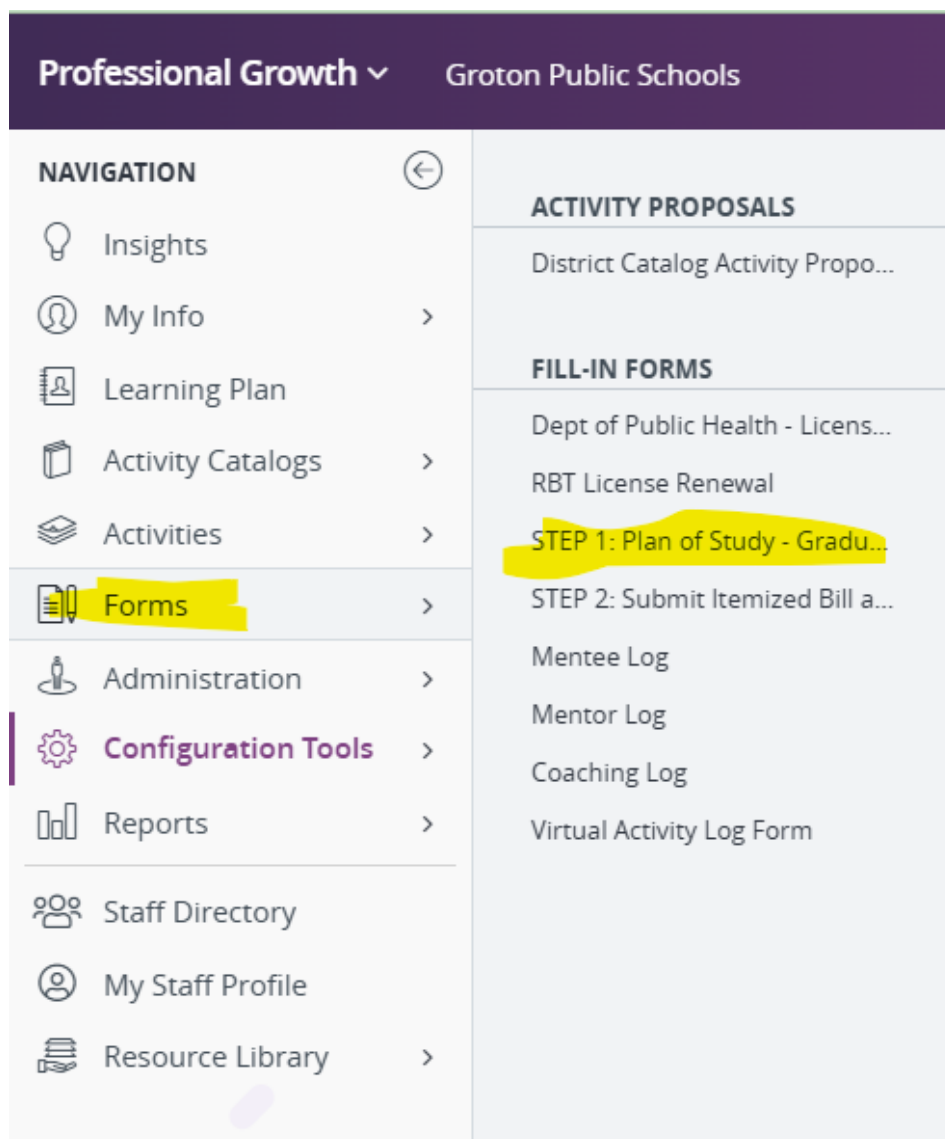
STEP 1 – Upload and submit a Plan of Study from your university in Frontline>PG.



Please note, your plan of study must be signed by your academic advisor.

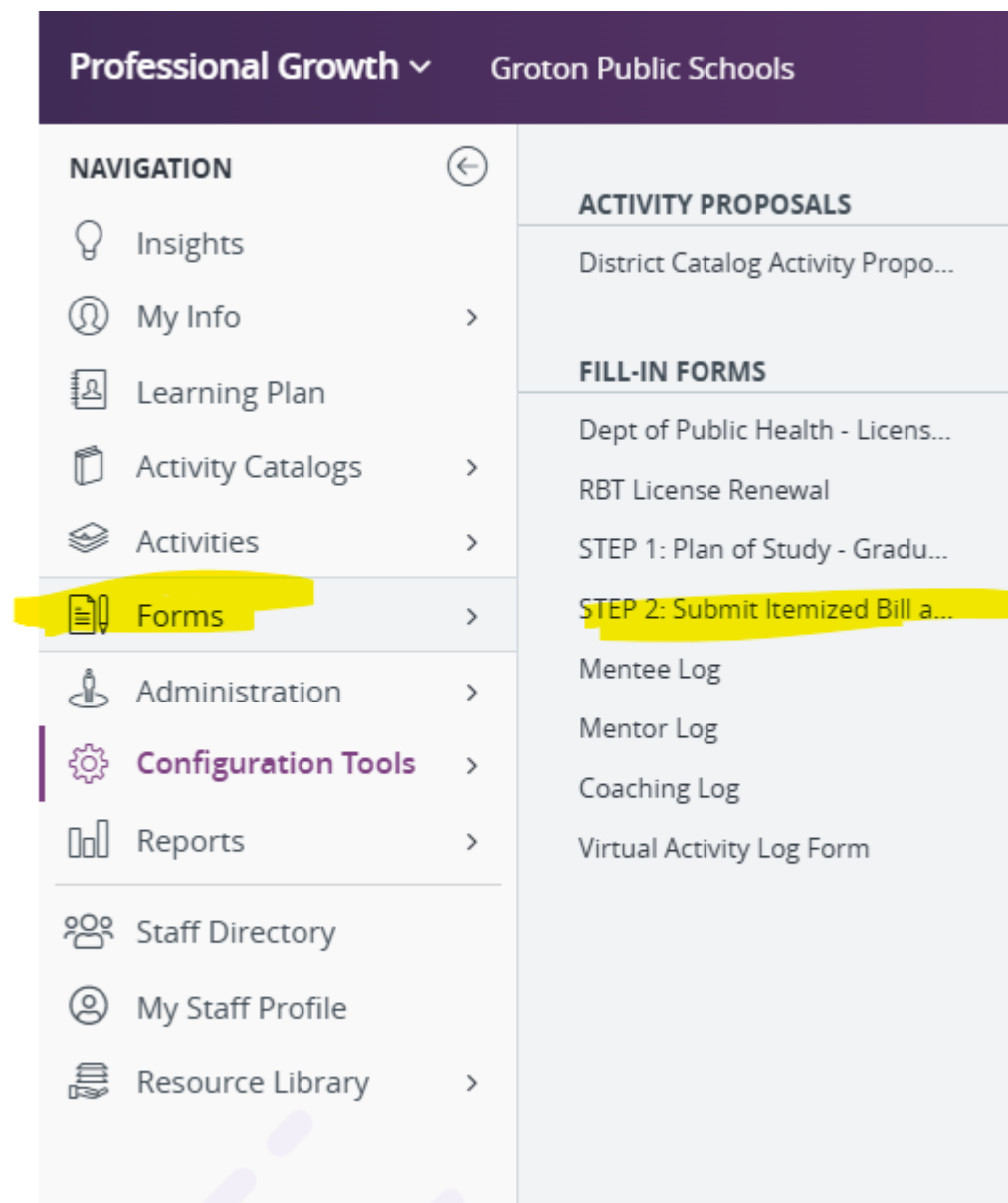
The file name may not contain any spaces. Only letters, numbers, and underscores are allowed as part of the file name. The file size limitation is 50 MB.

After your program plan is uploaded to your File Library, on the left side navigation, go to Forms> Step 1. There you can attach the Plan of Study in the Library Upload section and complete the fields with personal and school information before clicking the Submit button.



Human Resources will provide you with an acknowledgement letter after review.

STEP 2 - Upon completion of your course, upload the required documentation (Itemized Bill and Transcripts) to your File Library (in the My Info section) and then complete Forms> Step 2 for reimbursement.



Please ensure your itemized bill (which clearly breaks out tuition from any fees) and a copy of your transcript which demonstrates your passing grade are attached to the submission in Professional Growth.

Reimbursement for up to 50% of the tuition costs paid by the employee, not to exceed the tuition rate charged for similar courses at the University of Connecticut, is the maximum rate allowed for payment.

Reimbursements are for tuition fees only. Registration fees, student fees, other non-tuition charges and cost of books/media are not eligible for reimbursement.

Any teacher who voluntarily resigns their employment with the Board of Education within a period of two may be subject to repayment of tuition monies received from the Board. By submitting a plan of study for approval, you understand repayment may apply to you in this circumstance if you leave the district before this prescribed period of time has expired. Please check with Human Resources before submitting if you have questions on this requirement. See “Appendix B: Graduate Credit Payments” on page 36 of GEA contract.

Reimbursement for courses not pursuant to a planned program but applicable to the educational goals of the employee is subject to the approval of the Superintendent prior to taking such courses.

Reimbursement forms are processed in Human Resources and submitted to the Business Office for payment in the monthly billing cycle. Your reimbursement check will arrive at your school as a separate check from your paycheck.

Finally, after your program is complete, if you think it will result in a degree advancement noted in the GEA contract “Salary Schedule” please submit the following to hr@groton.k12.ct.us :

- A formal written request asking for a review of your placement on the salary scale
- Include an official transcript from your university demonstrating the completion of the program (including degree conferral date) to confirm you have met the criteria outlined in Appendix A of the GEA contract