



CERTIFIED STAFF TUITION REIMBURSEMENT

Certified staff are entitled to be reimbursed for up to **two** graduate courses - **not to exceed 10 credits maximum** in a fiscal year (July 1st through June 30th).

- Courses that relate to staff's assignment will be reimbursed at 80% of the cost for the first course and 50% for the second per fiscal year (July 1 – June 30). Reimbursement is exclusive of all program fees.
- Courses taken to add an additional endorsement to a professional certificate will be reimbursed at 1/3 the cost.
- Courses pertaining to a new degree that do not relate to staff's assignment will be reimbursed at 25% of the cost.
- For part-time staff, the percentage of reimbursement for courses will be in direct proportion to their FTE.
- Reimbursement for dissertation advisement will be limited to a maximum of two semesters.
- Sixth year and Seventh year coursework must be completed within eight years from the start of your program.

Tuition Reimbursement Process:

1. **Course Completion and Payment:** You may initiate the reimbursement process upon successfully completing your previously approved graduate coursework and after you have made full payment for the course.
2. **Submission to Human Resources:** You must complete the official Tuition Reimbursement Form, which can also be found on the district website's Human Resources Department page.
3. Once completed, you must bring the following documents in person to the Human Resources Department:
 - o The completed Tuition Reimbursement Form.
 - o Your signed paper Course Approval Form (CAF) if applicable.
Courses after January 26, 2025, may have been approved electronically.
 - o A copy of your payment receipt as proof of payment for the coursework.
 - o Documentation of course completion.(grade report)
4. **Human Resources Verification:** The Human Resources Department will review your submission to verify the approved coursework, grade report or transcript and payment.
5. **Processing:** Following verification the Tuition Reimbursement Form will be forwarded internally to Accounts Payable for processing and payment.

Important Changes to the Reimbursement Process:

No Electronic Submissions: Please note that the district will no longer accept electronic, emailed, or inter-office tuition reimbursement forms. All submissions must be made in person to the Human Resources Department with the required documentation.

Fiscal Year Requirement: Staff will only receive reimbursement for courses completed and paid for within the same fiscal year. Courses completed in one fiscal year will not be eligible for reimbursement in a subsequent fiscal year. It is your responsibility to ensure that courses intended for reimbursement are completed and paid for within the applicable fiscal year.

If you have any questions regarding this process, please do not hesitate to contact Human Resources Department at 203-255-8462.

