

TUITION REIMBURSEMENT GUIDELINES, 2026-2027
RICHLAND COUNTY SCHOOL DISTRICT ONE

The Richland County School District One Board of School Commissioners has funded a tuition reimbursement program as a part of the budget for fiscal year 2026-2027. The intent of the program is to assist educators in obtaining recertification in their areas of certification and assignment; to assist teachers teaching under restricted alternative certificates to become certified in their areas of assignment; and to assist classified employees in obtaining certification as teachers or meeting other career goals. The amount of reimbursement is limited to the tuition amount actually paid and will not exceed \$800.00 per employee per course. Courses already subsidized by the District (such as those offered through the Professional Development Center) are not eligible for tuition reimbursement. Both certified and classified employees may be reimbursed for one course per semester. **A maximum of two reimbursements during the fiscal year period of July 1, 2026 – June 30, 2027. Limited funds are allocated per semester. Approvals will be on a first-come, first-serve basis until funds for that semester are exhausted.**

To be eligible as a **certified employee you must meet both requirements 1 and 2 and at least one of items 3, 4 or 5**

1. Must be a full-time employee, have completed a minimum of two consecutive years of service during current period of employment with the District, and not currently on an improvement plan.
2. Employee must pass the course with a minimum grade of “C” or better to qualify.
3. The course must be for recertification.
4. The course must be for certification in an area in which a teacher is teaching on a permit or restricted alternative certificate and will continue to teach at least one more year.
5. The course must be a required course in an accredited teacher education program, public, private college or university.

To be eligible as a **classified employee**, a course must meet the following requirements:

1. Must be a full-time employee, have completed a minimum of two consecutive years of service during current period of employment with the District, and not currently on an improvement plan.
2. Employee must apply for coursework or training that is designed to improve current job knowledge and skills, to prepare for a promotion or licensure, or to teach job skills that can be utilized by the District.
3. Employee must pass the course with a minimum grade of “C” or better to qualify.

The deadlines for submitting a Tuition Reimbursement Request Form and all required documents are listed.
Deadlines are strictly enforced.

<u>Semester</u>	<u>Dates</u>	<u>Deadlines</u>
Summer II, 2026	May 11, 2026 - August 3, 2026	September 2, 2026
Fall, 2026	August 3, 2026 December 31, 2026	January 27, 2027
Spring, 2027	January 5, 2027- May 7, 2027	June 2, 2027
Summer I, 2027 (Includes Maymester)	May 7, 2027- August 3, 2026	September 1, 2027

The employee must submit the following to **Morgan Unuovorhaye** in Human Resource Services, Mail Code (580):

1. **A completed Tuition Reimbursement Request received no later than deadlines above.**
2. **An original fee receipt showing the actual amount of tuition paid for the course for which reimbursement is requested. A student loan for payment of tuition will not be considered. No request will be processed without an original fee receipt.**
3. A grade report or transcript showing successful completion of the course.

Requests received in the Office of Human Resource Services will be acknowledged with a letter within a reasonable time period. **PLEASE DO NOT CONTACT THE FINANCIAL SERVICES OFFICE REGARDING YOUR CHECK. All inquiries should be directed to Morgan Unuovorhaye in the Human Resources Office.** Funds are limited and should requests exceed the monies available, applications will be approved in the order of receipt based on the date on which the Tuition Reimbursement Request and all required documentation was received in the Office of Human Resource Services.

**Feel free to call Morgan Unuovorhaye in Human Resource Services at 231-7446 with questions. THIS FORM
SUPERCEDES ANY PREVIOUS GUIDELINES. THE DISTRICT RESERVES THE RIGHT TO MODIFY
THE GUIDELINES AT ANY TIME
ADDITIONAL FORMS ARE AVAILABLE ONLINE AT <https://www.richlandone.org/>**