

2026-2027

TUITION REIMBURSEMENT PROCEDURE

Para-Professionals & Administrative Professionals

Class A & D Para-Professional employees will be reimbursed up to an amount equivalent to the Northampton County Community College (NCCC) undergraduate credit rate for six (6) credits per contract year (July 1 – June 30). The current per credit rate for NCCC is **\$135.00** (Northampton County school district resident) therefore; the maximum allowable amount for this school year is **\$810.00**.

Administrative Professional employees will be reimbursed for any non-credit or credited course to enhance their professional skills and abilities. Administrative Professionals will be reimbursed up to an amount equivalent to the Northampton County Community College (NCCC) undergraduate credit rate for three (3) credits per contract year (July 1-June 30). The current per credit rate for NCCC is **\$135.00** (Northampton County school district resident) therefore; the maximum allowable amount for this school year is **\$405.00**.

Approved Courses:

Courses must be taken on a college or university campus, satellite campus, or a course sanctioned by a college or university, including IU college credit courses.

ON-LINE AND VIDEO COURSES required for an accredited degree program MUST BE PRE-APPROVED BY the Director of Human Resources. Courses must gain the employee one of the following results:

1. An area of special need to the district
2. An improvement in the educational qualifications of the employee

Eligibility:

1. At the time of enrollment and when a reimbursement request is submitted, the employee must be employed on a regular basis by the district and must have completed probationary period.
2. The employee must complete the course and earn a grade of "B" or higher. In the case of a course taken on a pass/fail basis, the employee must earn a passing grade.

Long-term substitutes are not eligible for tuition reimbursement.

Procedure:

WITHIN THIRTY (30) DAYS of receiving a final grade for a course, the employee shall submit the following:

- a. Completed tuition reimbursement form (on website)
- b. Official transcript or grade report
- c. Bursar's receipt of paid tuition or other proof of payment
(Fees and books do not apply)
Receipts MUST differentiate tuition cost from fees.

Upon receipt of all required documents as indicated above, the employee will be reimbursed within sixty (60) days.

For further explanation in more detail, please refer to your current contract.

**Forward Tuition Reimbursement Requests to
Yolanda Reyes, Human Resources Dept., 1801 Bushkill Drive
or email all required documentation to reyesy@eastonsd.org.**