

2026-2027

TUITION REIMBURSEMENT PROCEDURE

Professional Employees

During the 2026-2027 school year, teachers will be reimbursed for tuition up to the amount equivalent to the East Stroudsburg University (ESU) credit rate for six (6) credits per year. The current per credit rate for ESU is \$534. Therefore, the maximum allowable amount for this school year is \$3204. Bargaining unit members on a Level I certification and who are in the Bachelors and Bachelors plus fifteen columns shall be eligible for nine (9) credits per year.

The school year tuition reimbursement cycle will run from July 1, 2026 to June 30, 2027.

- For summer courses (June, July, or August) teachers are required to provide proof of dates of courses to determine year of tuition reimbursement.

Approved Courses:

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

ON-LINE AND VIDEO COURSES MUST BE PRE-APPROVED by the Director of Human Resources.

Courses must gain for the teacher one of the following:

1. An advanced degree in education
2. An advanced degree in the teacher's major field or teaching assignment
3. An area of special need to the district as determined by the Superintendent or designee

Teachers shall be permitted to take up to two (2) online courses which are not in a degree program as long as the credits earned are in the scope of professional work as an educator and the six (6) credit limit for the year has not been exceeded. Determination as to whether credits apply shall be made by the Superintendent or his/her designee.

Eligibility:

- Teachers must be employed on a regular basis by the district and complete the course and earn a grade of "B" or above.
- **Long-term substitutes are not eligible for tuition reimbursement.**

Procedure:

- WITHIN THIRTY (30) DAYS of successfully completing a course (grade "B" or above), the teacher needs to submit the following:
 1. Completed tuition reimbursement form (on website)
 2. Official transcript or grade report
 3. Receipt of paid tuition only* (**fees do not apply**)
 4. Receipts MUST differentiate tuition cost from fees
- Mobile, electronic equipment and fees are not covered for tuition reimbursement
- If payment was deferred, please indicate so on your reimbursement form.
- Upon receipt of all required documents as indicated above, the teacher will be reimbursed within sixty (60) days.

For more detailed information regarding tuition reimbursement procedures, please refer to the current teacher contract via district website at www.eastonsd.org.

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