TUITION REIMBURSEMENT GUIDELINES

2026–2027 School Year • Article 13.05

Springfield Local School District* Springfield Federation of Teaching Professionals

Current Committee Members: Tina Hartong, Craig Mancuso, Tricia Williams, Rosalind Moore, Gianna Marfy, Shelley Monachino

CONTRACT BASIS * 13.05 TUITION REIMBURSEMENT

The district shall allocate $42,500 per school year to be used for tuition reimbursement. Guidelines for disbursement of these funds shall be established by a committee, meeting annually, composed of three (3) SFTP members chosen by the SFTP President and three (3) administrators chosen by the Superintendent. These guidelines shall be published on the District's website. Payment for this additional training shall be paid by the first pay in November.

1. Employee Eligibility

- The employee must be a member of the SFTP bargaining unit and employed by the District during the applicable school year.
- Coursework must be successfully completed during the established eligibility period.
- A complete reimbursement request and all required documentation must be submitted by the published deadline.

2. Eligible Coursework

- Coursework must be taken through an accredited college or university.
- Coursework should relate to education, the employee's current assignment, an additional licensure/certification area, or professional advancement relevant to employment with the District.
- Coursework must be successfully completed with a passing grade or satisfactory designation.
- Eligibility period: September through August prior to the current school year.

3. Eligible Expenses

- Eligible: tuition actually paid by the employee.
- Not eligible: fees, books, supplies, parking, travel, lodging, meals, technology costs, or other course-related expenses.

4. Required Documentation

- Completed Tuition Reimbursement Request Form.
- Invoice or documentation showing tuition/course cost.
- Proof of payment by the employee.
- Grade report showing successful completion.
- Documentation showing the course was taken through an eligible college or university.

5. Annual Application Deadline

- 2026–27 deadline: October 16, 2026 at 3:00 p.m.
- Incomplete applications or applications received after the established deadline will not be eligible for that reimbursement cycle.

- For future dates, the deadline to turn in all required documents will be by the 3rd Friday in October at 3:00 p.m.

6. Distribution of the $42,500 Fund

- If total approved requests are $42,500 or less, each eligible employee will receive 100% of approved eligible tuition expenses.
- If approved requests exceed $42,500, the available fund will be distributed proportionately among all eligible applicants based on each applicant's approved tuition amount.
- *Example:* If approved requests total $50,000, the reimbursement rate is $42,500 ÷ $50,000 = 85%. An approved $1,000 request receives $850; an approved $3,000 request receives $2,550.

7. Individual Maximum

- No individual reimbursement cap.
- The proportional distribution method protects the annual fund if requests exceed $42,500.

8. Outside Funding / Double Reimbursement

- Reimbursement is limited to eligible tuition expenses actually paid by the employee and not reimbursed by another source.
- Amounts paid through scholarships, grants, other employer reimbursement, or similar sources may not also be reimbursed through this program.

9. Review of Questionable Applications

- If eligibility of a course or expense is unclear, the application should be referred to the *Tuition Reimbursement Committee* for review within 5 school days of the deadline, rather than being unilaterally denied.
- The committee will establish a consistent method for resolving disputed or unusual requests.

10. Employee Notification

- Following review, employees should be notified of their approved tuition amount, the applicable reimbursement percentage (if prorated), and final reimbursement amount.

11. Payment

- Article 13.05 requires payment by the first pay in November.

12. Publication

- Final committee-approved guidelines and application materials will be published on the District website as required by Article 13.05.

Tax Treatment: *Tuition reimbursement may be subject to federal, state, local and/or employment tax requirements. The District will process and report reimbursements in accordance with applicable tax law. Employees should consult their own tax advisor regarding their individual circumstances. Currently, anything above $5,250 will be subject to state and federal taxes, and it will be included on your W2.*