LYME-OLD LYME SCHOOLS

Regional School District #18

A Private School Experience ***in a Public School Setting***

TUITION ASSISTANCE MEMORANDUM

The following information outlines the tuition reimbursement and pre-payment incentives available to all Region18 staff. Please refer to the current contracts available on the Region 18 website:

- Teacher Contract (RETA); *Article V, Section E (pg. 6)*
- AFT Contract; *Article XXXI, Section 1 & 2 (pg. 32)*
- LOLA Contract; *Article VIII, Section E (pg. 13)*

Tuition Reimbursement

RETA - "Subject to the approval of the Superintendent, the Board shall pay tuition for each teacher for up to three thousand dollars ($3,000.00) per contract year for courses in their teaching assignment at accredited colleges, universities or professional training schools."

AFT - "The District shall provide tuition reimbursement for each employee up to a maximum of two thousand dollars ($2,000.00) per year for courses previously approved by the Superintendent that are part of an approved degree program at accredited colleges, universities or professional training schools learning to an education degree that enables one to be certified as a teacher in the State of Connecticut, or to a different degree that is job related."

LOLA - "Subject to the prior approval of the Superintendent of Schools, the Board shall pay 50% of the cost of tuition for courses satisfactorily completed with a grade of B or better (or pass in a pass/fail format) for professional development or educational improvement at accredited colleges, universities or professional training schools."

Please note the following for all Region 18 staff:

1. The concentration of the course must be in your teaching/professional assignment and approved in advance by the Superintendent.
2. You must request reimbursement within the same academic year that you complete the course. This is necessary in order for the District to be in compliance with state laws governing our budgetary practices.
3. You are required to remain employed by the District for two years after completion of the reimbursed course. If you leave the District for any reason prior to that time, you will be asked to reimburse the District for the tuition reimbursement on a prorated basis.

Tuition Pre-Payment

As part of the District's Career Incentive Program, personnel who have worked in Lyme-Old Lyme Schools for a minimum of two years are eligible for tuition pre-payment benefits. These benefits allow you to receive tuition payment prior to or in the month of the course start date.

The Career Incentive Committee processes applications on a rolling basis. Tuition pre-payment status remains in place for the remainder of the approved program.

Once the committee approves your application and all required documents have been submitted to Melissa Nash (nashm@region18.org) in the Business Office, you should receive your funds within a two week period. Please note, funding may be delayed at certain times of the budgetary year.

Procedures for requesting tuition reimbursement and tuition pre-payment are outlined on page 3 of this document.

REQUEST FOR COURSE APPROVAL, TUITION REIMBURSEMENT, AND PRE-PAYMENT

Procedures

Course Approval:

1. Before registering for each course, please complete a *Request for Course Approval* form along with your completed plan of study from your chosen college/university and submit to Melissa Nash (nashm@region18.org) in the Business Office for review. She will then forward your request to the Superintendent for approval.

    a. The *Request for Course Approval* and all other tuition forms are available on the Region 18 website and Canvas through the LOLPS course under the Career Incentive module.

2. The Superintendent's office will return a copy of your completed form indicating whether it has been approved or denied.

> **NOTE:** If you do not require tuition pre-payment, please skip ahead to Step 5.

Pre-Payment Request:

3. Submit a copy of your approved *Request for Course Approval* along with a completed *Tuition Pre-Payment Request Form* to your Career Incentive Committee representative.

    a. The committee reviews applications on a rolling basis and will notify you and Melissa Nash of the status of your application within 48 hours of submission.

4. Once you have been approved, please forward an itemized tuition bill from the college/university which specifically lists the cost of tuition (separate from the registration fees, lab costs, and other fees which are not reimbursable) to Melissa Nash (nashm@region18.org). All pre-payments are granted in the fiscal year of the course's start date.

Reimbursement Request:

5. After completing the course, complete the *Request for Tuition Reimbursement* form and attach documentation of the charges you paid to the college/university and submit to Melissa Nash (nashm@region18.org) in the Business Office.