

# Edmore School District Policies

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**Supplementary**

**Descriptor Code DADA**

## **Tuition Reimbursement**

### **Purpose :**

In support of the Edmore School Board's commitment to the professional development of the faculty, the district will reimburse full-time permanent employees or viable candidates for the tuition cost of certain courses taken. This policy is designed to aid employees who are continuing their education for positions for which qualified applicants are not otherwise available. Determination of reimbursement will depend upon the benefit the district can reasonably be expected to obtain from the employee's completion of the course.

### **Student Loan Repayment**

**Student Loan Repayment** The district will reimburse \$1,000 per year (\$3,000 maximum) of unpaid student loans for licensed staff. The employee will need to provide proof of outstanding loan balances to the business manager. Employees will commit to teaching for three years. Employees not fulfilling this commitment will be required to pay back to the district previously reimbursed amounts in full.

### **District Initiated Certifications**

**District Initiated Certifications** In the event the district requests an employee to obtain certification or license outside the employee's present degree/certification the district will pay tuition and related costs for obtaining the certification or license. This includes tuition, student fees, books, transportation, meals, and other related costs.

### **Advanced Degrees (Masters, Doctorate)**

**Advanced Degrees (Masters, Doctorate)** The district realizes the value of staff obtaining advanced degrees in education and its direct link to an improved educational environment. Staff are lifelong learners and should model behavior including working towards advance degrees.

### **Criteria:**

- Reimbursements may be granted if and when funds are made available by the school board.
- Upon completion of the program of study/degree the employee will commit to teach in the Edmore school district for three additional years. Employees not fulfilling this commitment will be required to pay back to the district previously reimbursed amounts in full.
- An employee not completing a program of study or degree will need to fulfill the obligation of working for the district for three additional years from the date of the last course work completed. Employees not fulfilling this commitment will be required to pay back to the district previously reimbursed amounts in full.
- Tuition reimbursement will only be made for courses in which the employee receives a passing grade. When letter grades are used, the grade must equivalent to a "C" or higher. An employee who does not complete a course or receives less than a "C" in a course will be required to reimburse the district for the tuition costs for the course.
- Termination of employment, for cause will require the employee to pay back to the district previously reimbursed amounts in full.
- Books, late fees, mileage, and parking are the responsibility of the employee.
- The credits earned can be used toward lane changes according to the Negotiated Agreement.
- Following the 2017-2018 school year (on or after May 25, 2018), the only programs of study that benefit the district's educational needs will be considered for approval for reimbursement. Those

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employees that had received preapproval for programs of study before May 25, 2018 shall be allowed to continue with those prior preapproved programs of study and seek reimbursement through this policy.

## **Reimbursement Process** :

Upon completion of an approved course, the employee must submit to the Superintendent an original evidence of grades and receipt or verified statement-showing payment of tuition.

## **Application Process**

An employee who wishes to participate in the tuition reimbursement program must complete an Application for Tuition Reimbursement form ~~listed below~~ for each course the employee wants to take in conjunction with this program. The Superintendent's signature will verify approval of the application. The verified application will be presented to the board for final approval

**End of Edmore Policy DADA ..... Adopted: 1/10/2001 – Amended:  
~~10/16/2012, 7/15/2014, 7/19/2016, 7/24/2018~~**

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## **APPLICATION FOR TUITION REIMBURSEMENT**

Course Title: \_\_\_\_\_

University or College: \_\_\_\_\_

Number of Credits: \_\_\_\_\_

Expected Cost: \_\_\_\_\_

Purpose of Class: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Employees Signature/Date

\_\_\_\_\_

Superintendent's Signature/Date