

## **Personnel**

### **Administrator Tuition Reimbursement Program**

#### **Basic Requirements and Approval Process:**

The Administrator Tuition Reimbursement Program (hereinafter "the Program") offers tuition reimbursement to qualified administrators who meet the eligibility requirements set forth herein. Reimbursement under the Program is available to administrators who gain approval from the District Superintendent after completing the required application, and upon demonstrating satisfaction of the following criteria:

1. Employment as a full-time administrator in the District for a minimum of two (2) years;
2. Possession of a Master's Degree;
3. Pursuing advanced study at an accredited college or university in an area or field which brings value to the District, including, but not limited to: licensure for Bilingual Director, Special Education Director, or Superintendent; advanced degrees in reading; Superintendent's endorsement; doctoral studies in administration or curriculum; and school business officials' license;
4. Completion of an application for Program approval to his or her district office supervisor at least forty-five (45) days in advance of the course's commencement. The application must include the degree objective, coursework plan, proof of acceptance in an accredited institution of higher learning, proof of cost per credit hour, and long term plan for completion.

If approved by the district office supervisor, the application will then be reviewed by the Director of Human Resources and the Superintendent. The Superintendent shall issue final approval or denial of an administrator's application into the Program, and shall provide each applicant with written notice of said decision.

Upon receiving the approval of the Superintendent, participating administrators must also meet the following requirements in order to receive reimbursement for an approved course(s):

1. Completion of a tuition reimbursement form no later than thirty (30) days following the end of each course for which reimbursement is sought;
2. Receipt of letter grades of "A" or "B" for each course for which reimbursement is sought (credits earned on a "pass/fail" designation shall not be reimbursed);
3. Submission of a Course of Study Timeline, based on completed courses and updated transcripts, to the Director of Human Resources no later than January 1 and June 1 of each year during which reimbursement is sought.

Correspondence courses are not eligible for reimbursement under this program. Online courses must meet all requirements set forth in this Policy, and must also demonstrate extensive student to student and professor to student interaction.

The Superintendent or his or her designee reserves the right to request additional information or documentation regarding any course for which reimbursement is sought, and shall have the right to withhold or delay reimbursement until such request is satisfied.

Calculation of and Limitations on Reimbursement:

If approved for the Program, the District will reimburse administrators up to \$500.00 per credit hour for a maximum of 18 hours per school year, for a maximum of 40 credit hours over a period of three (3) consecutive years. A break in study shall not defer the three year period.

Reimbursement per credit hour shall be according to a sliding scale based on the number of years the applicant has been employed by the District, to be determined as follows:

Upon 3rd Year: 70% Reimbursement

Upon 4th Year: 85% Reimbursement

Upon 5th Year: 100% Reimbursement

The maximum reimbursement under the Program for all participating administrators District-wide shall be \$30,000.00 per year through 2021.

Refund to District

Recipients under the Program who leave the District prior to receiving a degree or licensure completion, or prior to working one (1) additional school year in the District from the time reimbursement is received, shall refund the District 50% of the total tuition reimbursement received upon their completion of degree or licensure. Recipients whose contracts have not been renewed will not be required to reimburse the District.

ADOPTED: November 9, 2016