

Tuition Reimbursement

- Tuition Reimbursement is on a first come/first serve basis until the allocated funds are no longer available. Reimbursement occurs when the course is finished.
- The rate of reimbursement is **60% of tuition cost for full time teachers**. All reimbursements are prorated for any staff member who does not work full time.
- The 60% reimbursement does not include books, fees, etc.
- Make sure your tuition reimbursement request form has received the Superintendent's approval before you register for your class.
- **If you begin a class prior to receiving the approved P.O., you will not be reimbursed for the class.**

The process for Tuition Reimbursement approval is:

1. Submit the Staff Tuition Reimbursement Form (each course) to your building Principal.
2. The paperwork then goes to the Superintendent's office.
3. The Superintendent will approve and forward it to the Treasurer to verify the funds are available and that you have not gone over your allotted number of hours.
4. The form is given to Accounts Payable to create a requisition.
5. Once the purchase order is completed for the course and you will receive a copy of your tuition reimbursement form via email with the approved Purchase Order #.
- 6.

In order to be reimbursed for your course, you must complete the following steps:

- ✓ Submit your grade of B or better or pass in a pass/fail course,
- ✓ Provide a copy of your proof of tuition payment and a signed PO to initiate payment.
- ✓ Reimbursement is via direct deposit on paystub.

Tuition Reimbursement

1. Edison Local School District website - <https://www.edisonchargers.org/>
2. Click on Staff Tab
3. Under Staff Forms: Staff Tuition Reimbursement Form

The screenshot displays the Edison Local School District website. At the top left is the logo with a stylized 'E' and the text 'EDISON LOCAL SCHOOL DISTRICT'. To the right is the tagline 'Working Together to Inspire Exceptional Student Achievement'. Below the logo is a search bar with 'ENHANCED BY Google' and social media icons for Facebook and Twitter. A dark blue navigation bar contains the following tabs: Home, Schools, Information, Administration, Athletics, Parents & Students, and Staff. The 'Staff' tab is highlighted with an orange border. Below the navigation bar, the 'Staff' section is titled. On the left is a vertical sidebar menu with categories: Edison Local Schools, Information, Quick Links, Administration, Parents & Students, and Staff. The main content area is divided into four columns: 'Staff Links' (listing DASL, Employee Kiosk, Help Desk, IEP Anywhere, I-Ready, Job Descriptions, Literacy Page, and LPDC Manual), 'Staff Forms' (listing Facilities Use Agreement, Staff Tuition Reimbursement Form, Transportation Time Sheet, Adopt-A-Grade Meeting Sign-in Sheet, CCP Stipend Form, and Edison Bus Request Form), 'Training Videos' (listing Employee Kiosk Training), and 'Letterheads' (listing EHS Letterhead 2024-25). The 'Staff Tuition Reimbursement Form' link is highlighted in yellow and enclosed in an orange border.

Tuition Reimbursement



Request for Tuition Reimbursement

Article XXVI Master Agreement

Name of Applicant: _____ Date Submitted: _____
Building Assignment: _____ Teaching Assignment: _____

Area(s) of Certification/Licensure: _____ Deaf education, Intervention specialist: _____

Guidelines for Tuition Reimbursement (Article XXVI Master Agreement)

- **Prior approval from the Superintendent must be received prior to the first day of the course. It is the teacher's responsibility to verify the approval before the first day of class.**
- Applicant must successfully complete the course in order to qualify for tuition reimbursement. Successfully complete is defined as a "B" or better or Pass in Pass/ Fail courses as a final grade. Coursework must be taken from a college/university accredited college/university.
- Reimbursement will be made for undergraduate and graduate courses which fall into one or more of the following categories: (a) courses directly related to the employee's teaching assignment; (b) courses related to area of certification listed on the individual's teaching certificate; (c) coursework approved by the Superintendent; and (d) other coursework that may lead to educational degree or additional certification/licensure.
- Teachers who take courses at the Board's expense that will lead to additional certification/licensure will be required to teach in the district one (1) year beyond the completion of the course(s) or they will be required to reimburse the Board for any money that they have received the previous year for the course(s).
- The maximum number of hours an employee shall be reimbursed per fiscal year will be nine (9) semester hours/twelve (12) quarter hours.
- The maximum reimbursement for coursework will be 60% of the cost of tuition.
- Reimbursement shall be based on a "first come-first served" basis determined by the date of application for reimbursement.
- **Upon the completion of a course, the applicant should forward a copy of a signed purchase order, the grade report and the paid tuition receipt to the Treasurer's Office.**
- Payment will be made within four (4) weeks.

Number and Course Title: _____ First/ Last Day: _____

Hours (Indicate qtr./sem): _____ Course Cost: _____

College University Information: _____

Above Course is: (right click on the box and change it to a checkmark)

- Directly related to teaching assignment
- Related to additional certification/licensure
- Related to area of certification/licensure
- Course qualify under CCP
- Other, explain: _____

My signature certifies that this request is within the guidelines in the Master Agreement between the Edison Teachers Association and the Edison Board of Education.

Applicant's Signature:

(After you complete the information requested, please submit this form to the building principal.)

Principal's Signature

Date

Approved

Disapproved

Superintendent's Signature

Date

Approved

Disapproved

Tuition Reimbursement

- If a teacher is taking **CCP** courses they need to mark the box on the form "Course qualify under CCP", in order to be **reimbursed for 100% of course the cost.**



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Approved

Disapproved

Superintendent's Signature

Date

Approved

Disapproved