

## TUITION REIMBURSEMENT

Culpeper County Public Schools may have funds available for tuition reimbursement to its employees, contingent upon appropriate funding sources. The cost of textbooks, supplies, and fees are not reimbursable from County funds. Tuition reimbursement will be given only if the course is approved by the Director of Human Resources BEFORE the course begins and evidence of an earned A or B is presented after the course ends. The school division will offer tuition reimbursement for courses prescribed for individual staff members or for courses that focus on specific instructional initiatives. Candidates for locally funded assistance will be evaluated and approved by the superintendent.

### Eligibility for Tuition Reimbursement:

Both certified and classified employees may request tuition reimbursement, but the types of courses that qualify for reimbursement are somewhat different, depending on the minimum educational requirements of the employee's position.

An employee also may be reimbursed for undergraduate coursework that relates to an endorsement enabling the employee to fill a critical employment need in the school system or that relates to a newly assigned responsibility within his or her current job. (See GCL-R2)

### Tuition Reimbursement for Approved Graduate and Post-Graduate Degree Programs

Culpeper County Public Schools is committed to providing assistance to personnel pursuing a graduate or post-graduate degree in the field of education. Forms for program approval may be obtained from the Human Resources Office. Generally, only that coursework that supports school board goals and the district improvement plan will be approved for tuition reimbursement.

### Specific requirements for reimbursement in a graduate degree program:

1. The applicant must be a full-time employee in Culpeper County Public Schools.
2. The employee must submit a detailed course of study and program requirements that lead to the particular endorsement or certification to the Director of Human Resources for approval.
3. The applicant must submit evidence of acceptance to an approved graduate or post-graduate program.
4. The program must be in education or a field related to the area of teaching assignment and approved by the Director of Human Resources.
5. The program must be completed within four years (five years for Ed.D. or Ph.D.). Failure to complete the program will require the employee to reimburse all funds paid.
6. Only courses in an approved Program of Study will be eligible for reimbursement.
7. A grade of B or better will merit reimbursement. Evidence of the earned grade must be submitted.
8. The employee's request for reimbursement must be submitted to the Director of Human Resources with a receipt, a copy of the Program of Study, and evidence of grade.

9. The employee must sign an agreement to remain in the school division for four years after completing program or reimburse the school division in full. The school division may deduct the amount owed from the employee's final payroll check. Only in extreme emergency or hardship cases or in the event of retirement after 10 years with Culpeper County Public Schools can a waiver of this requirement be granted. Documentation of emergency/hardship will be required and should be submitted to the supervisor for preliminary approval. They will then forward to HR and appropriate central office supervisory staff for final approval.

#### Tuition Reimbursement for Approved, Locally Funded Endorsements and Certification

Culpeper County Public Schools is committed to assisting its personnel in earning endorsements or certifications when the staffing needs of the school division can be met by such assistance. Candidates for locally funded assistance will be evaluated and approved by the superintendent. Funding for Nationally Certified Board candidates will also be considered as applications are received.

#### Classified Employees:

Classified services employees (such as office personnel, bus drivers, and food services employees) of Culpeper County Public Schools who are eligible for other employee benefits may also be eligible for tuition assistance, within available funds, for contract courses and for all or a portion of one tuition reimbursement for three hours of credit per fiscal year from an accredited college or university or its equivalent. For employees working less than full time, tuition reimbursement shall be prorated in accordance with the percent of employment specified in their contractual arrangements.

#### CCPS does not reimburse the following:

- tuition for courses taken to qualify for a new trade or business unrelated to CCPS
- the costs of textbooks, materials, or other non-tuition charges
- tuition for courses not previously approved by the appropriate process

#### Reimbursement:

For all employees, the maximum reimbursement, determined each fiscal year by CCPS is generally \$300 for a three credit continuing education course, depending on adequate funding. The exception will be in the case of cohorts of CCPS, which will be covered at 50-100% pending adequate funding and priorities set by the Superintendent.

Tuition Reimbursement Forms are available from the human resources office. Completed requests must be submitted to the Office of Human Resources no later than June 30 of the fiscal year (July 1-June 30) in which the course ends.

Along with the tuition reimbursement request form, you must submit a copy of your transcript. If a transcript is not available in time to meet the June 30 deadline, you can submit a letter along with the form stating that the supporting documentation will be sent later when available.

Application for reimbursement:

The employee should submit the reimbursement request after completing the course, but no later than June 30 of the fiscal year in which the course ends. All courses must have been completed within the fiscal year (July 1-June 30) for which the request is made. Request is to be made on GCL-E1.

Payments are made within the normal pay cycle and as the School Board approves them.

Reimbursements are processed on a first-come, first-served basis within available funds

Approved: September 26, 2002

Amended: October 3, 2007