

## Guidelines for Receiving a Tuition Reimbursement

In an effort to recruit and retain highly effective teachers, federal funds, **when available**, may be used to pay tuition for professional development activities. **Effective January 1, 2019**, only the following Columbus County Schools employees will be eligible for tuition reimbursement, regardless of tuition reimbursement status prior to this date:

- For permit to teach/emergency/lateral entry/residency/provisionally licensed teachers, Columbus County Schools will reimburse tuition (no fees or books) only for courses required to complete the requirements of the employee's plan of study to obtain or convert an initial license.

For the eligible employees above, these federal funds will pay a **maximum of \$1,000 per year (July 1 to June 30)**. The employee must provide documentation if scholarships, grants, or loans were received for the coursework. If the financial aid will fully pay for the employee's tuition costs, with no repayment expected to the granting agency, no tuition reimbursement will be given to the employee by Columbus County Schools.

**The reimbursements will be provided until allotted funds are depleted.**

The district will also reimburse a teacher for testing requirements one time per test when passing test score(s) are provided, if the testing is to fulfill permit to teach/emergency/lateral entry/residency/provisional/initial licensure requirements OR the test is required for a position assigned to you by the district.

In years where funding is available, the following guidelines must be followed for requesting a tuition reimbursement:

1. A **Prior Approval** form with "Before Activity" portion completed must be submitted to Julie Watson at the Central Office. (Prior Approvals are processed in the order they are received, not by special circumstances, unless approved and signed by the superintendent.)
2. Employee will read, complete, and sign the Tuition and Testing Reimbursement Memorandum of Agreement and provide documentation as to whether financial aid has been awarded to him/her.
3. **At least four weeks prior** to completion of the courses for which tuition reimbursement is being requested, the employee will submit the items in numbers 1 and 2 above to Julie Watson. **If not submitted at least four weeks prior to the end of the semester, funding may not be available for reimbursement.**
4. Once processed, copies of the Prior Approval form are returned to the staff member requesting tuition or testing reimbursement.
5. Upon completion of the courses, participant should complete the "After Activity" portion of the copy of the Prior Approval and attach the following:
  - tuition receipt from university (receipt should not include books and fees unless the course was mandated by the Board of Education)
  - transcript showing satisfactory completion of course (grade of C or better) OR testing score report indicating a passing score
6. Return all documentation in number 5 above to Julie Watson at the Central Office.