

## **Tuition Reimbursement Guidelines**

When funds are provided in the School Board operating budget or other grant-based budgets, teachers shall be eligible for tuition reimbursement not to exceed \$500 per course. The teacher must:

- Hold a provisional teaching license and be completing coursework needed to fulfill requirements to obtain a full, renewable license. Other requests may be considered on a case-by-case basis when necessary for the benefit of the school division.
- Receive approval prior to start date of class.
- Be in good standing (not on a professional development plan).
- Pass the class with a grade of C or better from an accredited college or university.
- Be in active service as a teacher (or other licensed staff member) at the time of request and time of reimbursement.
- Make the request within 60 days after conclusion of the course during the same fiscal year (July 1 – June 30) in which tuition reimbursement is requested.

To request tuition reimbursement, the employee must submit the Tuition & Assessment Reimbursement Form prior to taking a course. Once a course has been completed, a transcript/grade report plus receipt of payment shall be provided to Human Resources within 60 days of course completion. Reimbursement will not be approved if payment was made via loan, scholarship, fellowship, or other subsidized programs.

Teachers who voluntarily terminate their employment with HCS shall return tuition monies paid by the Board as follows:

- 100% repayment if leaving before the completion of one full school year
- 75% repayment if leaving before the completion of two full school years
- 50% repayment if leaving before the completion of three full school years

A full school year is defined as August-June. For example, if a course ends on November 30, 2020, the next full school year would be SY 2021/2022. Repayment will be deducted from the employee's final paycheck on a prorated basis. If funds are not sufficient, the balance shall be paid to Hampton City Schools via money order within 10 days of any notice of insufficient funds. Any request for an exception shall be made in writing to the Executive Director of Human Resources.

## **Assessment Reimbursement Guidelines**

When funds are provided in the School Board operating budget or other grant-based budgets, teachers shall be eligible for assessment reimbursement. The teacher must:

- Hold a provisional teaching license and be completing assessments needed to fulfill requirements to obtain a full, renewable license. Other requests may be considered on a case-by-case basis when necessary for the benefit of the school division.
- Be in active service as a teacher (or other licensed staff member) at the time of request and time of reimbursement.
- Be in good standing (not on a professional development plan).
- Make the request within 60 days after conclusion of the assessment during the same fiscal year (July 1 – June 30) in which assessment reimbursement is requested.
- Within 60 days of completion, please submit passing score report and receipt to HR. Reimbursement will only be granted as funds are available.

To request assessment reimbursement, the employee must submit the Tuition & Assessment Reimbursement Form along with the score report plus receipt of payment to Human Resources within 60 days of assessment completion. Reimbursement will not be approved if payment was made via loan, scholarship, fellowship, or other subsidized programs.

# Tuition & Assessments Reimbursement Form

Name of Employee: \_\_\_\_\_

Employee ID#: \_\_\_\_\_

Location: \_\_\_\_\_

Position: \_\_\_\_\_

Select one: I am a provisionally licensed: \_\_\_\_\_ Special education teacher \_\_\_\_\_ General education teacher

Other (please list): \_\_\_\_\_

**Tuition Reimbursement:** It is the employee's responsibility to be certain the course(s) will meet licensure requirements. Please contact Human Resources at (757)727-2300 if you have any questions prior to registering for a course. All courses must be approved prior to the start date of the course. Employees will be notified via email only if course is not approved. Approval for tuition reimbursement will only be granted according to established guidelines and as funds are available. Maximum tuition reimbursement is \$500 per course (subject to change). Costs for fees, books, materials are not eligible for reimbursement. Reimbursement will not be approved if payment was made via loan, scholarship, fellowship, or other subsidized programs.

Course No.	Title	University/College	Start date	End date	Approval (HR use)

Within 60 days of the conclusion of a course, the following is required be submitted to HR:

Transcript or grade report (grade C or better)	Grade:	HR Use
Receipt with employee name and cost of tuition	Total paid: \$	HR Use
Payment method		HR Use

**Assessment Reimbursement:** Within 60 days of completion, please submit passing score report and receipt to HR. Reimbursement will only be granted as funds are available. Reimbursement will not be approved if payment was made via loan, scholarship, fellowship, or other subsidized programs.

Assessment Name	Date completed	Amount Paid	HR Use

I have read the tuition and assessment reimbursement guidelines and am seeking reimbursement accordingly. For tuition reimbursement, I understand and agree that if my employment with Hampton City Schools ends voluntarily, reimbursement (according to the guidelines on the previous page) will be deducted from my final paycheck on a prorated basis. If funds are not sufficient, I agree to refund the balance to Hampton City Schools via money order within 10 days of any notice of insufficient funds.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Approvals (Admin use only):**

\_\_\_\_\_  
Human Resources

\_\_\_\_\_  
Date

\_\_\_\_\_  
Federal Programs Director

\_\_\_\_\_  
Date

Reimbursement amount: _____
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