

DAN SHELTON, ED.D.
Superintendent

PROCESS FOR TUITION REIMBURSEMENT—TEACHERS

Overview

The District shall allocate \$75,000 of local funds per school year for all eligible participants as follows:

- 25% of the total allocation shall be for reimbursement of summer semester courses;
- 25% of the total allocation shall be for reimbursement of fall semester courses;
- 25% of the total allocation shall be for reimbursement of winter semester courses;
- 25% of the total allocation shall be for reimbursement of spring semester courses;

Reimbursement will be available for credit generating graduate level course work related to PreK-12 education.

Process

- Applicants must be full-time District teachers who are fully certified to teach their current assignment. No courses will be approved that are required for the applicant's initial full certification.
- Prior approval must be granted by the Senior Director of Human Resources or designee before the applicant enrolls in the course.
- A separate application must be submitted for each course.
- Personal reimbursement form, proof of payment and successful completion of the course must be submitted to Human Resources before reimbursement is made. Successful completion is defined as a grade of "A or B". "P or S" does not constitute a grade and will not be processed for reimbursement. An official electronic transcript or an official unopened transcript should be obtained from the registrar's office in order to meet the deadline for submitting all paperwork.
- The reimbursement amount will be calculated by dividing the funding designated for the semester by the number of employees submitting a request for reimbursement for courses during this semester. The reimbursement amount will vary based on the number of

employees participating each semester. The initial reimbursement calculation will be calculated based on one course per employee. If funds remain after this calculation, an additional calculation will be done for a second course. A maximum of six (6) credits may be paid per semester.

- Employee must be a current employee at the time funds are to be dispersed to be eligible for reimbursement.
- Reimbursements are made as direct deposits and are not included in the employee's paycheck.
- **Deadlines:**

Semester	Application for Approval	Reimbursement Documents
Summer	5/26/20	9/26/20
Fall	8/29/20	1/29/21
Winter	12/19/20	3/19/21
Spring	1/26/21	6/11/21

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TUITION REIMBURSEMENT REQUEST
(MUST BE COMPLETED IN ITS ENTIRETY)

Term: Fall Winter Spring Summer

Employee Name _____ Employee ID _____

Vendor Identification Number (if known) _____ Current School _____

Current Teaching Assignment/Subject _____

Delaware Certification: Subject(s) _____

College/University _____

Beginning Date of Course: _____ End Date of Course _____

Course Number _____ Credits _____

Course Title _____

Degree Program _____ Cost of Course _____

To be completed by Human Resources only:

Approval: _____ Date: _____

THE FOLLOWING INFORMATION MUST BE INCLUDED WHEN SUBMITTING THIS REQUEST TO BUSINESS SERVICES:

Transcript (Received officially by Human Resources)

College Receipt showing the course and the cost of the course.

Personal Reimbursement Form