



Tuition Reimbursement Program For Review 2019-20

Purpose

To attract, retain, and develop effective staff to educate our students and establish our brand in the communities we serve. This program is part of Confluence Academies' strategic plan.

Focus

Certified Staff: Only courses in critical shortage areas that constrain our ability to deliver rigorous instruction will be approved. Approved coursework will include content specific classes in areas that enhance current contracted positions of literacy, mathematics and science as well as respective methods courses designed to improve pedagogical skills.

Classified Staff: Approved coursework will include specific classes in the areas of certification or specialization (such as office skills).

Administrative Staff: Approved coursework will include specific classes in the areas of certification or specialization (such as Ph.D, Ed.S.).

Costs for National Board Certification pursuit will be covered by these expenses.

Allocation

\$100,000 is set aside in the 2019-20 preliminary budget for the tuition reimbursement program. It will be allocated between certified and classified staff across three semesters as follows:

	<u>Certified Staff</u>	<u>Classified Staff</u>	<u>Administrative Staff</u>
Fall Semester 2019	\$25,000	\$5,000	\$4,000
Spring Semester 2020	\$25,000	\$5,000	\$4,000
Summer Semester 2020	\$25,000	\$5,000	\$4,000

Course Approval Timeline/Rate of Reimbursement

Tuition Reimbursement applications are due as follows:

Deadline Dates – Course Approval:

August 9 for Fall 2019 Semester

November 1 for Spring 2020 Semester

April 3 for Summer 2020

Reimbursement will be based upon the tuition amount paid by the staff member and capped at six hours per semester. The per-hour tuition rate will be the lesser of actual costs or \$476.00. Should total reimbursement requests exceed the amount allocated per semester per class of employees, reimbursement amounts will be prorated. (Parking fees, cost for books, supplies and incidental fees are not eligible for reimbursement).

Future Funding

Future funding of the tuition reimbursement program will be determined on an annual basis at the discretion of Board of Directors.

**APPLICATION FOR APPROVAL OF
COLLEGE COURSE AND TUITION ALLOWANCE FOR **CERTIFIED** STAFF**

Reimbursement will be based only on the tuition amount paid by the staff member but this per- hour tuition rate shall not exceed \$476.00.

In order to receive reimbursement for college course work, the following procedures must be followed.

1. The course must be approved by the Executive Director of Curriculum and Assessment BEFORE the course is taken. This approved application will be returned to you for later use.
2. At the time of registration, you should obtain an official paid receipt from the institution showing the amount paid for tuition cost.
3. When the course is completed, the following documents must be submitted to the Executive Director of Curriculum and Assessment.
 - a. this course approval application
 - b. the official paid tuition receipt
 - c. an official grade card or transcript

The deadlines for submitting the above documentation are as follows:

Fall 2019 Semester:

- **January 11, 2020** -- reimbursement documentation due (course approval application, official paid tuition receipt and official grade card or transcript)
- **February 27, 2020** -- tuition reimbursement checks approved by Board of Directors
- **March 13, 2020** -- tuition reimbursement mailed

Spring 2020 Semester:

- **June 12, 2019** -- reimbursement documentation due (course approval application, official paid tuition receipt and official grade card or transcript)
- **June 25, 2020** -- tuition reimbursement checks approved by Board of Directors
- **July 3, 2020** -- tuition reimbursement mailed

Summer 2020 Semester:

- **October 12, 2020** -- reimbursement documentation due (course approval application, official paid tuition receipt and official grade card or transcript)
- **October 29, 2020** -- tuition reimbursement checks approved by Board of Directors
- **November 6, 2020** -- tuition reimbursement mailed



APPLICATION FOR APPROVAL OF COLLEGE COURSE AND TUITION ALLOWANCE FOR **CERTIFIED STAFF**

Reimbursement will be based only on the **tuition amount paid by the staff member** but this per- hour tuition rate shall not exceed \$476.00.

DATE OF APPLICATION

COLLEGE / UNIVERSITY / BUSINESS SCHOOL

STAFF MEMBER'S NAME

TITLE OF COURSE

BUILDING / LOCATION

COURSE NUMBER

DATE COURSE BEGINS

COLLEGE / BUSINESS SCHOOL HOURS GRANTED

DATE COURSE ENDS

EMPLOYEE'S SIGNATURE

(Principal/Supervisor)

APPROVED DENIED

(Executive Director of Curriculum & Assessment)

APPROVED DENIED

FOR OFFICE USE ONLY (DO NOT WRITE BELOW THIS LINE) [] Curriculum _____ Date: _____

Eligible For: _____

Time Period: _____

Approved (Executive Director of Curriculum and Assessment)

Date

Total Cost of Tuition

Amount to be Reimbursed

Date Paid

Check Number

AGREEMENT FOR REPAYMENT OF TUITION REIMBURSEMENT and
PAYCHECK DEDUCTION AUTHORIZATION

I _____ acknowledge that my receiving tuition reimbursement is conditioned upon continued service with Confluence Academies for a period of two (2) years from the time such tuition reimbursement is paid by Confluence Academies. I understand and agree that by applying for and accepting tuition reimbursement from Confluence Academies in accordance with the 2019-2020 Tuition Reimbursement Program, I will be required to repay the full amount of tuition reimbursement received in the event that I separate from my employment with Confluence Academies earlier than two years after receiving this reimbursement. I hereby agree to refund the payment and authorize Confluence Academies to withhold such amount owed at the time of my separation from employment from my final paycheck(s) if my employment with Confluence Academies is terminated for any reason (other than an involuntary reduction in force) within the two (2) year time period.

Staff Member's Signature

Date

Director of Human Resources

Date

**APPLICATION FOR APPROVAL OF
PROFESSIONAL COURSE AND TUITION ALLOWANCE FOR CLASSIFIED STAFF**

Reimbursement will be based only on the tuition amount paid by the staff member but this per- hour tuition rate shall not exceed \$476.00

In order to receive reimbursement for college course work, the following procedures must be followed.

1. The course must be approved by the Director of Human Resources BEFORE the course is taken. This approved application will be returned to you for later use.
2. At the time of registration, you should obtain an official paid receipt from the institution showing the amount paid for tuition cost.
3. When the course is completed, the following documents must be submitted to the Director of Human Resources.
 - d. this course approval application
 - e. the official paid tuition receipt
 - f. an official grade card or transcript

The deadlines for submitting the above documentation are as follows:

Fall 2019 Semester:

- **January 11, 2020** -- reimbursement documentation due (course approval application, official paid tuition receipt and official grade card or transcript)
- **February 27, 2020** -- tuition reimbursement checks approved by Board of Directors
- **March 13, 2020** -- tuition reimbursement mailed

Spring 2020 Semester:

- **June 12, 2019** -- reimbursement documentation due (course approval application, official paid tuition receipt and official grade card or transcript)
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- **October 12, 2020** -- reimbursement documentation due (course approval application, official paid tuition receipt and official grade card or transcript)
- **October 29, 2020** -- tuition reimbursement checks approved by Board of Directors
- **November 6, 2020** -- tuition reimbursement mailed



APPLICATION FOR APPROVAL OF PROFESSIONAL COURSE AND TUITION ALLOWANCE FOR CLASSIFIED STAFF

Reimbursement will be based only on the tuition amount paid by the staff member but this per- hour tuition rate shall not exceed \$476.00.

DATE OF APPLICATION

COLLEGE / UNIVERSITY / BUSINESS SCHOOL

STAFF MEMBER'S NAME

TITLE OF COURSE

BUILDING / LOCATION

COURSE NUMBER

DATE COURSE BEGINS

COLLEGE / BUSINESS SCHOOL HOURS GRANTED

DATE COURSE ENDS

EMPLOYEE'S SIGNATURE

(Principal/Supervisor)

APPROVED DENIED

(Director of Human Resources)

APPROVED DENIED

FOR OFFICE USE ONLY (DO NOT WRITE BELOW THIS LINE) [] Support Svcs: _____ Date: _____

Eligible For: _____

Time Period: _____

Approved (Director of Human Resources)

Date

Total Cost of Tuition

Amount to be Reimbursed

Date Paid

Check Number

AGREEMENT FOR REPAYMENT OF TUITION REIMBURSEMENT and
PAYCHECK DEDUCTION AUTHORIZATION

I _____ acknowledge that my receiving tuition reimbursement is conditioned upon continued service with Confluence Academies for a period of two (2) years from the time such tuition reimbursement is paid by Confluence Academies. I understand and agree that by applying for and accepting tuition reimbursement from Confluence Academies in accordance with the 2019-2020 Tuition Reimbursement Program, I will be required to repay the full amount of tuition reimbursement received in the event that I separate from my employment with Confluence Academies earlier than two years after receiving this reimbursement. I hereby agree to refund the payment and authorize Confluence Academies to withhold such amount owed at the time of my separation from employment from my final paycheck(s) if my employment with Confluence Academies is terminated for any reason (other than an involuntary reduction in force) within the two (2) year time period.

Staff Member's Signature

Date

Director of Human Resources

Date