

Stamford Public Schools

Tuition Reimbursement Guide Lines

All Stamford Public School teachers are eligible to request tuition reimbursement for courses beyond their bachelor degree as of July 1, 2002 as follows:

- Courses beyond the bachelors and leading to masters are reimbursed at \$100 per credit.
- Courses beyond the masters and leading to a sixth year or courses beyond the sixth year are reimbursed at \$150 per credit.
- Maximum of 9 credits per year – July 1 – June 30.

Procedure for Requesting Prior Approval for Tuition Reimbursement is as follows:

- All persons requesting reimbursement must fill out a **Prior Approval For Tuition Reimbursement Form** for the proper semester: (pool of funds for each semester is \$50,000 with a rollover option should funds not be used)
 - **Summer (May 15 – August 31)**
 - **Fall (September 1 – December 31)**
 - **Spring (January 1 – May 14)**

The proper semester form is determined by the starting date of the course to be reimbursed.

- Remember to check the box indicating whether the course(s) you are taking leads to a masters or represents course work beyond the masters.
- Prior approval forms must be sent to the Human Resources Director no later than two weeks prior to the start of the class being reimbursed and no earlier than a month before the semester approval form begins.
- Prior approval reimbursement forms are approved on a first come, first serve basis until the \$50,000 pool is exhausted. Once the pool is allocated, prior approval forms approved will have a check in the box marked – funding not available at this time.
- If “*funding not available at this time*” is checked on your approval form you will be allowed to resubmit your request should funds become available. (See resubmission of tuition reimbursement procedure.)

- **All Prior Approval For Tuition Reimbursement Forms need to be saved.** They are required to be attached to your final *Request for Tuition Reimbursement* form, which is sent to Personnel upon proof of completion of course work for actual funds.

Procedure For Payment of Tuition Reimbursement Funds:

- All persons requesting payment of tuition reimbursement funds must fill out the **Request For Tuition Reimbursement Form**
- This form must have the following items attached to it when it is submitted.
 - Transcript of the course(s), reflecting grade(s)
 - Copy of cancelled check or credit card receipt
 - Copy of approved Prior Approval Form

Failure to attach the above will result in rejection of request and your allocated funds may be awarded to the next person on the list.
- The form must be submitted to personnel within six weeks after the ending date on the prior approval form. Example: The ending date on Summer Approval Form is August 31st. Your request for tuition reimbursement would need to be submitted by October 12th, exceptions being made only for those courses which begin in one semester and end in another (Example: course began June 7th and ended on July 31st)
- Forms will be processed and reimbursement will be made as quickly as possible.
- **PLEASE SAVE COPIES OF YOUR FORMS**

Procedure for Resubmission for Tuition Reimbursement

Please follow the procedure for “*Allocation of Tuition Reimbursement Funds.*” (See Above) However, your formal request will be placed at the bottom of the list and held until and if funds become available. **REMEMBER TO KEEP COPIES OF EVERYTHING.** Ideally, you should be able to check on the status of funding approximately five weeks after the ending date on your prior approval form.

Stamford Public Schools

Prior Approval for Tuition Reimbursement- **Spring** (Jan. 1 – May 14)

Name _____ Employee # _____

School _____

Per Article 20F of the contract, I hereby apply for prior approval for tuition reimbursement for the graduate course(s) listed below.

The following course(s) represent classes leading to a masters.

The following course(s) represent classes beyond the masters.

| Course No. | Course Title | University / College | Dates of Classes | Credits | Tuition |
|------------|--------------|----------------------|------------------|---------|---------|
| | | | | | |
| | | | | | |
| | | | | | |

Employee Signature _____ Date _____

Human Resources Director _____ Date _____

Funding Available

Funding not Available at this time

Stamford Public Schools

Prior Approval for Tuition Reimbursement- **Spring** (Jan.. 1 – May 14)

Name _____ Employee # _____

School _____

Per Article 20F of the contract, I hereby apply for prior approval for tuition reimbursement for the graduate course(s) listed below.

The following course(s) represent classes leading to a masters.

The following course(s) represent classes beyond the masters.

| Course No. | Course Title | University / College | Dates of Classes | Credits | Tuition |
|------------|--------------|----------------------|------------------|---------|---------|
| | | | | | |
| | | | | | |
| | | | | | |

Employee Signature _____ Date _____

Human Resources Director _____ Date _____

Funding Available

Funding not Available at this time

Stamford Public Schools

Prior Approval for Tuition Reimbursement- **Fall** (Sept. 1 – Dec. 31)

Name _____ Employee # _____

School _____

Per Article 20F of the contract, I hereby apply for prior approval for tuition reimbursement for the graduate course(s) listed below.

The following course(s) represent classes leading to a masters.

The following course(s) represent classes beyond the masters.

| Course No. | Course Title | University / College | Dates of Classes | Credits | Tuition |
|------------|--------------|----------------------|------------------|---------|---------|
| | | | | | |
| | | | | | |
| | | | | | |

Employee Signature _____ Date _____

Human Resources Director _____ Date _____

Funding Available

Funding not Available at this time

Stamford Public Schools

Prior Approval for Tuition Reimbursement- **Fall** (Sept. 1 – Dec. 31)

Name _____ Employee # _____

School _____

Per Article 20F of the contract, I hereby apply for prior approval for tuition reimbursement for the graduate course(s) listed below.

The following course(s) represent classes leading to a masters.

The following course(s) represent classes beyond the masters.

| Course No. | Course Title | University / College | Dates of Classes | Credits | Tuition |
|------------|--------------|----------------------|------------------|---------|---------|
| | | | | | |
| | | | | | |
| | | | | | |

Employee Signature _____ Date _____

Human Resources Director _____ Date _____

Funding Available

Funding not Available at this time

Stamford Public Schools

Prior Approval for Tuition Reimbursement- **Summer** (May 15 – Aug. 31)

Name _____ Employee # _____

School _____

Per Article 20F of the contract, I hereby apply for prior approval for tuition reimbursement for the graduate course(s) listed below.

The following course(s) represent classes leading to a masters.

The following course(s) represent classes beyond the masters.

| Course No. | Course Title | University / College | Dates of Classes | Credits | Tuition |
|------------|--------------|----------------------|------------------|---------|---------|
| | | | | | |
| | | | | | |
| | | | | | |

Employee Signature _____ Date _____

Human Resources Director _____ Date _____

Funding Available Funding not Available at this time

Stamford Public Schools

Prior Approval for Tuition Reimbursement- **Summer** (May 15 – Aug. 31)

Name _____ Employee # _____

School _____

Per Article 20F of the contract, I hereby apply for prior approval for tuition reimbursement for the graduate course(s) listed below.

The following course(s) represent classes leading to a masters.

The following course(s) represent classes beyond the masters.

| Course No. | Course Title | University / College | Dates of Classes | Credits | Tuition |
|------------|--------------|----------------------|------------------|---------|---------|
| | | | | | |
| | | | | | |
| | | | | | |

Employee Signature _____ Date _____

Human Resources Director _____ Date _____

Funding Available Funding not Available at this time

Stamford Public Schools Request for Tuition Reimbursement

Name _____ Employee # _____
 School _____ SS # _____

Per Article 20F of the contract, I hereby apply for tuition reimbursement for the graduate course(s) listed below. These credits were granted by an accredited college and/or university.

Attach items listed below and send to Personnel Office:

- Transcript of the course(s), reflecting grade(s)
- Copy of cancelled check or credit card receipt
- Copy of Approved Prior Approval Form

| Course No. | Course Title | University / College | Dates of Classes | Credits | Tuition |
|------------|--------------|----------------------|------------------|---------|---------|
| | | | | | |
| | | | | | |
| | | | | | |

Note: Limited to Nine (9) semester credits per year (July 1 – June 30)

Check the box or boxes which apply:

- ½ the tuition for graduate course beyond the Master's - \$150 per credit maximum
- ⅓ the tuition for graduate course beyond the BA to BA +15 - \$100 per credit maximum
- ⅓ the tuition for graduate course beyond the BA +15 to MA - \$100 per credit maximum

Employee Signature

Date

Approved by Human Resources Director

Date

• Approved Reimbursement Amount \$ _____