

Needham Public Schools Tuition Reimbursement Pre-Approval and Application UNIT A

Under the auspices of Article 31, Section 9 of the Unit A contract, Unit A members qualify for tuition reimbursement. The 2019 - 2022 contract identifies a pool of \$100,000 for total reimbursement per fiscal year, with one reimbursement issued in the summer. You can be reimbursed for up to a total of three courses per fiscal year unless a balance remains in the tuition reimbursement account. After members' first courses are reimbursed, any money that remains in the funds shall be applied for anyone seeking a second approved course in subsequent rounds of \$500 until funds are exhausted. If the number of reimbursement requests exceeds the pool of money available, an equitable percentage reimbursement will be provided. **Courses must be completed within the fiscal year (July 1 - June 30) in order to qualify for reimbursement.**

There will be a Tuition Reimbursement Committee consisting of the Assistant Superintendent for Human Resources and two Needham Education Association officers. If the amount of money requested exceeds the funds available or in the event there are excess monies, the Committee will determine how to disburse funds equitably among all the applicants.

Directions:

Unit A members have two options for reimbursement and should use this form for reimbursement of both graduate tuition and workshops/conferences:

- With pre-approval (Option I), you can be reimbursed at a higher rate (up to \$900); or,
- Without pre-approval (Option II), you will be reimbursed at a lower rate (up to \$200).

Fill out the application completely and submit by June 25, 2023; incomplete and illegible applications will be returned and will not be processed after the fiscal year closes. Any screenshot attachments must be a clear image and all documents must include your name. For the pre-approval option, you will receive the signed/approved application back from HR. You will re-submit the entire application with appropriate documentation when the course/workshop is complete.

Employees must also recognize that the approval of the Principal and Assistant Director for Human Resources is not an endorsement for a salary lane change but merely an approval for tuition reimbursement. All employees must meet the requirements set forth by the Professional Growth Committee as published in the [Professional Growth Handbook](#) for salary lane changes.

In-person graduate courses from an accredited university are acceptable. Online Graduate Courses will only be reimbursed when they meet the following criteria:

1. The online course has a specific start and end date with a minimum of 15-hours of work for 1 graduate credit.
2. The online course may be synchronous, asynchronous, or a combination of the two.
3. The online assignments are regular, posted, and assessed by the professor.
4. The online course includes a final project with direct applicability to the educator's practice.
5. The online credit is offered through a nationally accredited college or university listed on the [U.S. Department of Education's website \(https://ope.ed.gov/dapip/#/home\)](#).
6. The online course offers graduate credit. Quarters and points are examples of measurements that are not acceptable as graduate credit, as well as professional development units.
7. Online courses that are offered to teachers via the District's management system (Professional Learning) will be labeled such that it states if the credit will be applicable for lane change. Courses that do not meet the above required course criteria may still qualify for workshop, audit and/or conference reimbursement.

Printed Name: _____ School: _____ Date: _____

If you have any questions or are unsure about any aspect of this process, please call Mary Santiago, Administrative Assistant, in Human Resources (781-455-0400 ext. 11230) or mary_santiago@needham.k12.ma.us.

YOU MUST SELECT ONE OF THE TWO OPTIONS PROVIDED BELOW:

Option I - Pre-Approval:

As stated in Article 31, Section 9, Salaries and Professional Development of the Unit A contract:

“Upon the presentation of evidence of payment and the successful completion of approved courses, the first reimbursement of each teacher’s first approved graduate level course shall be fulfilled. Teachers shall be reimbursed up to \$900 of the tuition and fees for the first approved audit course and professional workshop or conference. No teacher shall be reimbursed for more than three (3) approved and/or non-approved graduate-level courses in any one fiscal year unless a balance remains in the tuition reimbursement account as articulated in section 9. After members’ first courses are reimbursed, any money that remains in the funds shall be applied for anyone seeking a second approved course in subsequent rounds of \$500 until funds are exhausted.”

Name: _____

School: _____

Maiden or Former Name (if different from above): _____

Course

Title: _____

(Please attach a description from the university graduate catalog)

Institution: _____

Cost of activity: _____ Course start date: _____

Course completion date: _____ Number of graduate credits: _____

Is this an online course? YES/NO

Does it meet the online guidelines listed on page 1? YES/NO

Select one:

This course aligns with the following goal in the school improvement plan:

 This course aligns with the following district goal:

 This course is part of my approved Individual Professional Development Plan or part of my action plans in my evaluation (please attach)

This course is part of a degree program (please attach the university course of study for program)

This course is part of a licensure program that awards graduate credits (please attach the course of study and name of the credit-granting university)

Approval of Principal: _____ Date: _____

Approval of the Assistant Director for Human Resources: _____ Date: _____

This pre-approved form shall remain on file in Human Resources.

The employee should submit a copy of this signed form by the deadlines indicated with Part III completed.

Option II – Non Pre-Approval:

Article 31, Section 9, Salaries and Professional Development

“For non-approved courses, teachers shall be reimbursed \$200 of the tuition for the first graduate-level course successfully completed during the fiscal year. First audited courses are reimbursed \$100 per person and professional workshops up to a maximum of \$100 per person; all work must be completed during the fiscal year. Content of all coursework shall be within the parameters of the requirements for state certification. Each teacher’s request shall be fulfilled on an equal dollar basis subject to exhaustion of the fund.”

**ALL EMPLOYEES WILL COMPLETE THE SECTION BELOW
AT THE COMPLETION OF YOUR ACTIVITY:**

III. Reimbursement Request:

- Graduate Course Audit Course Professional Workshop Conference

Title:

Course Start Date:

Course Completion Date:

Graduate Credits:

Full Cost:

Application due date for reimbursements is June 25, 2023 for graduate courses, audit courses and workshops, **Failure to submit documentation by June 25 will result in forfeit of reimbursement.**

IV. Documents required to accompany this reimbursement form:

- Documentation of course completion (check one):

Unofficial transcript for graduate courses (the transcript must show course completion within the FY and have your name clearly visible); or,

Certificate for audit, workshops or conferences (the certificate must show course completion within the FY and have your name clearly visible).

Course description indicating start and end dates of course from the educational institution Proof of payment with your name clearly visible

This Tuition Reimbursement Application form

Note: The Office of Human Resources must wait until all requests are submitted and cataloged. As a batch, the requests are then sent to the School Accounts Payable Office for processing (not to the Office of Human Resources or Town Hall).

Print Name: _____

Signature of Employee: _____ Date: _____

Signature of the Assistant Director for Human Resources: _____ Date: _____

For Human Resources use only:

Pre-Approved: Not Pre-Approved

Tuition reimbursement rate of up to \$900 Tuition reimbursement rate of up to \$200

Workshop rate of up to \$900 Workshop rate of up to \$100 per person

IV. Packet Checklist

Ensure that your packet has all of the following items before sending it to Human Resources. Packets missing any of these items will be returned to you:

Pre-Approval:

- Application form for current School Year (one form per course/workshop request).
- Principal signature for pre-approval.

- Attach course description inclusive of dates (if this is an online course, the description should demonstrate that it satisfies all criterion listed on page 1 of this form under "Online Graduate Courses.")
- Price of course, clearly documented by the institution (or number of credit and cost per credit).
- All sections of the Pre-Approval page are complete.

Once Pre-Approved, the entire original packet will be returned to you. Once your course or workshop is completed, return the entire packet with the following to verify completion of the course:

Reimbursement

- Attach proof of grades (unofficial or official transcript) showing course completion within the FY and with your name visible.
- Attach proof of payment specific to the course and with your name visible (i.e. receipt, credit/debit card statement, canceled check, etc.).
- All sections of the Reimbursement Request page are complete.