

Tuition Reimbursement OR Salary Credit

Summary: You are eligible for Tuition Reimbursement (MPS pays for a portion of tuition) OR Salary Credit (increase in pay for additional education) after completing graduate level coursework. **You must submit a PARF to Human Resources requesting Tuition Reimbursement OR Salary Credit BEFORE the course begins.** *You will find the entire District Policy on this subject at GCBA-R.*

1. TUITION REIMBURSEMENT:

- Tuition Reimbursement may be received by the successful completion of graduate courses offered by accredited universities, colleges, community colleges, accredited trade or professional schools, or district in-service courses.
- Tuition Reimbursement for college/university courses will equal 40% of total tuition or \$55.00 per credit hour, whichever is more. Tuition Reimbursement of \$15.00 per credit/unit is issued for district in-service courses.
- A PARF requesting Tuition Reimbursement must be submitted to Human Resources **BEFORE** the course start date that includes the following:
 - ⇒ Name of educational institution
 - ⇒ Title and number of course
 - ⇒ Start and end dates
 - ⇒ Number of credit hours
- Before any Tuition Reimbursement is issued, verification of a passing grade in the form of an official transcript and a copy of the paid tuition receipt must be provided and filed with the Director – Certificated Personnel.
 - ⇒ Verification must be provided by June 30 of each year for coursework taken in the Fall and Spring semesters.
 - ⇒ Verification must be provided within 60 days of class completion for coursework taken during the summer sessions.
- Teachers to become highly qualified in core academic areas may receive reimbursement for AEPA testing fees. Before any reimbursement is issued, Human Resources must verify a copy of the passing score on the exam and the email receipt confirmation. Please note that late and/or emergency fees are not eligible for reimbursement. Human Resources will initiate the PARF to process the reimbursement.

2. SALARY CREDIT:

- Salary Credit may be granted by the successful completion of graduate courses offered by accredited universities, colleges, community colleges, accredited trade or professional schools, or district in-service courses.
- A PARF requesting Salary Credit must be submitted to Human Resources **BEFORE** the course start date that includes the following:
 - ⇒ Name of educational institution
 - ⇒ Title and number of course
 - ⇒ Start and end dates
 - ⇒ Number of credit hours
- Once you have earned enough graduate level courses (or degree) to move on the salary schedule, you must submit **official transcripts** to Human Resources.
 - ⇒ Coursework must be completed by September 1 and official transcripts must be received in Human Resources by December 1 for movement on the salary schedule to occur that school year.

Additional Information: Please review the Employee Handbook for a summary of Tuition Reimbursement and Salary Credit guidelines and/or refer to the Professional Development Opportunities Notebook for details. *You will find the entire District Policy on this subject at GCBA-R.*