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Mr. Marcus C. Robinson, Superintendent of Schools • 3855 Lucas & Hunt Rd. • St. Louis, MO 63121 • [www.normandysc.org](http://www.normandysc.org)

## **Employee Tuition Reimbursement Program**

### **Purpose**

The Normandy Schools Collaborative offers a tuition reimbursement program to attract, retain, and further train staff. With a significant number of entry-level staff, NSC wishes to ensure all employees have an opportunity to further enhance their teaching and professional skills and maintain their certification. Costs related to pursuit of National Board Certification will also be covered by this program.

### **Focus**

Certified Staff: The primary focus for tuition reimbursement monies will be to strengthen instruction by deepening the content knowledge. Courses in critical shortage areas that constrain NSC's ability to deliver rigorous instruction will receive preferential approval. Approved coursework will include content specific classes in the areas of literacy, mathematics, and science as well as the respective methods courses designed to improve pedagogical skills.

Classified Staff: The primary focus for these tuition reimbursement monies will be to strengthen specialized fields of professionalism. Approved coursework will include specific classes in the area of certification or specialization (such as office skills).

### **Allocation**

Each year, subject to JEGB approval, the NSC budget will include an amount designated for the tuition reimbursement program with 80% allocated to certified staff and 20% allocated to classified staff. Funds will be allocated equally across the three semesters; Fall, Spring, and Summer.

### **Rate of Reimbursement**

Reimbursement will be based upon the tuition amount paid by the staff member, and capped at six hours per semester. 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. Only classes with a grade of C or better will be eligible for reimbursement.

## **Application for Approval of Course and Tuition Reimbursement**

Reimbursement will be based only on the tuition amount paid by the staff member. Should total reimbursement requests exceed the amount allocated per semester per class of employees, reimbursement amounts will be prorated.

**NOTE:** In the event that you are reimbursed for 6 credit hours in a given year, you must commit to remain with the district for at least 2 years. If employment with NSC is terminated for any reason, all tuition reimbursement received during the two-year period immediately preceding termination must be refunded to NSC.

### **To receive Tuition Reimbursement, the following procedures must be followed:**

1. Application for tuition reimbursement must be completed and submitted by the deadline with proof of enrollment.
2. All applications received by the deadline will be reviewed and approved by the Director of Human Resources. A copy of this approved application will be returned to the employee for later use.
3. When the course is completed, the following documents must be submitted to the Human Resources Generalist by the established deadline.
  - a. the course approval application
  - b. the official paid tuition receipt or the official signed university/college Promissory Note
  - c. an official grade card or transcript

The deadlines for submission of the above documentation are as follows:

	Fall Semester	Spring Semester	Summer Semester
Application/Registration Due to HR Generalist	August 13	December 17	May 13
Reimbursement Documents Due	January 14	June 10	September 10
Course Approval Application			
Official Paid Tuition Receipt			
Official Grade Card or Transcript			
HR Approves & Submits to Payroll	January 31	June 30	September 30
Reimbursements Approved by JEGB	February Mtg.	July Mtg.	October Mtg.
Reimbursement Disbursed by Payroll	February 25	July 29	October 28



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## APPLICATION FOR APPROVAL OF COURSE AND TUITION REIMBURSEMENT

Reimbursement will be based only on the tuition amount paid by the staff member. ***A separate form must be submitted for each individual course.***

_____ EMPLOYEE'S NAME	_____ COLLEGE/UNIVERSITY/BUSINESS SCHOOL
_____ DEGREE/PROGRAM	_____ TITLE OF COURSE
_____ DATE OF APPLICATION	_____ COURSE NUMBER
_____ TUITION AMOUNT REQUESTED	_____ COURSE HOURS GRANTED
	_____ DATE COURSE BEGINS & ENDS

*I acknowledge that my receiving tuition is conditioned upon continued service with the District for a period of **two** (2) years from the time such tuition is paid by the District. I hereby agree to refund the payment and authorize the District to withhold such amount from my final paycheck if my employment with the district is terminated for any reason within the two (2) year period.*

_____ EMPLOYEE'S SIGNATURE	_____ DATE
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(Original to Director of Human Resources)

## APPROVAL OF APPLICATION

_____ DIRECTOR OF HUMAN RESOURCES	_____ DATE
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(Original Filed in Human Resources — Copy to Employee)

## APPROVAL OF REIMBURSEMENT

_____ Director of Human Resources	_____ DATE
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(Original to Payroll—Copy to Human Resources—Copy to Employee)

## RECORD OF PAYMENT

_____ DATE OF PAYMENT	_____ CHECK NUMBER	_____ AMOUNT	_____ PAYROLL COORDINATOR
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