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Dr. Crystal Reiter, Interim Superintendent • 3855 Lucas & Hunt Rd. • St, Louis, MO 63121 • [www.normandydc.org](http://www.normandydc.org)

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## Tuition Reimbursement Program

### 2022 - 2023

#### **Purpose**

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

#### **Focus**

**Certified Staff:** The primary focus of the tuition reimbursement program will be to strengthen instruction by deepening the content knowledge of our teaching staff. Courses in critical shortage areas constraining 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. These funds will be allocated equally across the Fall, Spring, and Summer semesters

#### **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 expenses are not eligible for reimbursement. **Only classes with a grade of C or better will be eligible for reimbursement.** Ongoing doctoral or masters/dissertation studies classes without grades will not be reimbursed until evidence of completion (i.e., a degree tied to the ongoing coursework and official transcript) is complete.



<p style="text-align: center;"><b>APPLICATION FOR APPROVAL OF COURSE AND TUITION REIMBURSEMENT</b></p>
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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 six credit hours in a given year, you must commit to remaining with the district for at least two years. If employment with NSC is terminated for any reason, all tuition reimbursement received during the 2-year period immediately preceding the separation 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 (billing statement and schedule).
2. All applications received by the deadline will be reviewed and approved by the Assistant Superintendent of Human Resources. A copy of this approved application will be returned to the employee to be included in the documentation when the course is completed.
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
  - c. an official transcript

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

<u>Items to Submit and Deadlines</u>	<u>Fall Semester</u>	<u>Spring Semester</u>	<u>Summer Semester</u>
Application/Registration Due to HR Generalist	August 12	December 16	May 12
Reimbursement Documents Due - Course Approval Application, Official Paid Tuition Receipt, Official Transcript	January 13	June 9	August 30
HR Approves & Submits to Finance	January 31	June 30	September 10
Reimbursement Approved by JEGB	Feb. Mtg.	July Mtg.	Sept. Mtg.
Reimbursement Disbursed by Finance	February 24	July 28	September 30



## 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. Should total reimbursement requests exceed the amount allocated per semester per classification of employee, reimbursement amounts will be prorated.***

\_\_\_\_\_  
EMPLOYEE NAME COLLEGE/UNIVERSITY/BUSINESS SCHOOL

\_\_\_\_\_  
DEGREE/PROGRAM TITLE OF COURSE

\_\_\_\_\_  
DATE OF APPLICATION COURSE NUMBER

\_\_\_\_\_  
TUITION AMOUNT REQUESTED COURSE HOURS GRANTED

\_\_\_\_\_  
DATES COURSE BEGINS AND ENDS

*I acknowledge that my receiving tuition reimbursement 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 SIGNATURE DATE

\_\_\_\_\_  
ORIGINAL TO THE ASSISTANT SUPERINTENDENT OF HR  
APPROVAL OF APPLICATION

\_\_\_\_\_  
ASSIST. SUP. OF HR DATE

\_\_\_\_\_  
ORIGINAL FILED IN HR - COPY TO EMPLOYEE  
APPROVAL OF REIMBURSEMENT

\_\_\_\_\_  
ASSIST. SUP. OF HR DATE AMOUNT

\_\_\_\_\_  
ORIGINAL FILED IN HR - COPY TO EMPLOYEE  
RECORD OF PAYMENT

\_\_\_\_\_  
DATE OF PAYMENT CHECK NUMBER AMOUNT FINANCE

\_\_\_\_\_  
ORIGINAL FILED IN HR - COPY TO EMPLOYEE