

**NORTH KINGSTOWN SCHOOL DEPARTMENT**  
**PRE-APPROVAL FORM FOR NEANK TUITION REIMBURSEMENT FOR SY 2022-2023**

**Please check appropriate semester:**

- ☐ 1<sup>st</sup> semester – submit by September 25, 2022
- ☐ 2<sup>nd</sup> semester – submit by February 1, 2023
- ☐ Summer semester – submit by July 10, 2023

**Total \*tuition cost**

**(No fees): \$** \_\_\_\_\_

**\*do not include cost of fees**

Course Number and Title: \_\_\_\_\_

Instructor: \_\_\_\_\_

College or University (indicate campus location): \_\_\_\_\_ Credits: \_\_\_\_\_

**Please include a syllabus or course description:**

I, \_\_\_\_\_, understand all the terms and conditions for tuition reimbursement as outlined in Article XL, Section L of the 2019-2022 NEANK contract and agree to provide the Superintendent with the necessary grade report, or written proof of successful completion for a non-graded course, along with proof of payment.

I consider the course above to be a Priority (indicate 1,2,3,4 or 5) course. My reason(s) for determining this priority is (are) as follow: \_\_\_\_\_

I am requesting tuition reimbursement for the course above in the amount of: \_\_\_\_\_ (not to exceed 50% of a three-credit (\$1234.50) course at URI, which is currently \$2469.00). \*Tuition reimbursement shall be in an amount equal to fifty percent (50%) of the cost of course up to a maximum payment of the cost of a three (3) credit graduate course at the current rate charged by the University of Rhode Island, excluding fees and financial aid from any other source. Teachers are eligible for one (1) course-reimbursement per semester.

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Employee # \_\_\_\_\_

School: \_\_\_\_\_ Position: \_\_\_\_\_

I have reviewed your request for pre-approval of the course above for tuition reimbursement and approve/disapprove your request.

Signature of Superintendent or Designee: \_\_\_\_\_

Date: \_\_\_\_\_

My reasons for disapproving your request are as follows: \_\_\_\_\_

Upon completion of the course, employee must submit a reimbursement request via Employee Self Serv and attach:

1) Approved Pre-Approval Form 2) Official transcripts or grade report 3) Proof of payment – fees not included.

**(1<sup>st</sup> step: fill out this form, attach a copy of your tuition statement and send to Human Resources for approval)**

**NEANK CONTRACT 07/01/2019 THROUGH 06/30/2022**

Tuition Reimbursement; Section L; pages 26-26

**L. TUITION REIMBURSEMENT**

1. All teachers who have completed three (3) years of employment with the North Kingstown School Department shall be eligible for tuition reimbursement for graduate work subject to the conditions and procedures set forth in this provision.

- a. Application for reimbursement must be filed on or before deadlines set for in Paragraph 4 of this provision and the Superintendent or designee shall have sole discretion as to approval under this provision. The Superintendent's or designee's decision regarding applications for approval can be appealed to the School Committee within thirty (30) days of the Superintendent's or designee's decision. The Committee's decision on appeal is final and binding and not subject to the grievance procedure under this Agreement.
- b. To receive tuition reimbursement for courses approved as aforesaid, a teacher must successfully complete the graduate course. In graded courses he/she must pass with a grade of B (or its equivalent) or better.
- c. Teachers, following receipt, shall promptly submit grade reports, or official transcripts for graded courses or proof of completion for non-graded courses to the Superintendent or designee, along with proof of payment for courses taken.

2. Tuition reimbursement shall be in an amount equal to fifty percent (50%) of the cost of the course up to a maximum payment of the cost of a three (3) credit graduate course at the current rate charged by the University of Rhode Island excluding any fees or financial aid from any other sources. Teachers are eligible for one (1) course-reimbursement per semester.

3. All courses must be pre-approved by the Superintendent of Schools or designee.

4. Application for tuition reimbursement for first-semester courses must be received no later than September 25<sup>th</sup>, for second-semester courses by February 1<sup>st</sup>; and for summer courses by July 10<sup>th</sup>.

5. The funds available for annual tuition reimbursement as specified in Paragraph 1.b herein shall be \$15,000.

- a. Funds for each (fiscal) year will be separated and made available in equal amounts for each application period as specified in this document.
- b. Funds from any unused application period will be rolled over and made available in the following application period.
- c. Any (remaining) funds at the end of the year will be distributed equally to any teachers previously denied reimbursement.

6. Applications for approval received for each application deadline as specified in Paragraph 4 herein shall not be on a first-come, first-served basis, but rather, prioritized as follows:

*Priority 1:* Degree graduate courses or non-degree graduate courses taken in teaching field.

*Priority 2:* Certificate renewal courses not necessarily in a graduate program but previously approved by the Superintendent or designee.

*Priority 3:* Those teachers who have not achieved a Bachelor's +30 or higher.

*Priority 4:* Any member who receives reimbursement in one (1) period in a year will subsequently, for that year, be placed in the priority lists below those who have not received funding for that year.

*Priority 5:* All else being equal, all teachers whose applications are received by the application deadline(s) shall be decided by seniority.

7. No teacher who has received notice of suspension or non-renewal shall be eligible for tuition reimbursement except for courses for which application was made and approved prior to such notice.

8. Teachers earning credit in fall or spring semesters shall be reimbursed within forty-five (45) days of submission of evidence of satisfactory completion of the course work to the Superintendent or designee. Teachers who fail to submit satisfactory evidence as outlined in Paragraph 1.c. herein, within the forty-five (45) days indicated, forfeit the right to reimbursement.

9. Teachers earning credit in the summer shall be reimbursed within forty-five (45) days of submission of the documentation required in Paragraph 1.c. herein, and only if continuing in the employ of the North Kingstown School System.

**Upon completion of the course, employee must submit a reimbursement request via Employee Self Serv and attach:**

**Approved Pre-Approval Form  
Official transcript or grade report  
Proof of payment – fees not included**