

NORTH KINGSTOWN SCHOOL DEPARTMENT
PRE-APPROVAL FORM FOR ESP TUITION REIMBURSEMENT FOR SY 2022-23

Please check appropriate semester:

- ☐ 1st semester (Fall/Winter 2022)
☐ 2nd semester (Winter/Spring 2023)
☐ Summer semester (Summer 2023)

Total *tuition cost
(No fees): \$ _____
***do not include cost of fees**

Course Number and Title: _____

Instructor: _____

Institution: _____ Credits: _____

Please include a syllabus or course description:

I, _____, understand all the terms and conditions for tuition reimbursement as outlined in Article XVI, Course Reimbursement, of the 2018-2021 NKESP 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 am requesting tuition reimbursement for the course above in the amount of: _____ (not to exceed \$750 per fiscal year; July 1-June 30). *Tuition reimbursement shall be limited to the tuition costs only.

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 of your request.

Signature of Superintendent or Designee: _____

Date: _____

My reasons for disapproving your request are as follows: _____

*As required in Article XVI, Course Reimbursement, upon completion of the course, employees 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. To receive reimbursement, a grade of B or better must be earned.

(1st step: fill out this form, attach a copy of your tuition statement and send to Human Resource for approval)

AGREEMENT
Between
THE NORTH KINGSTOWN SCHOOL COMMITTEE
And the
NORTH KINGSTOWN EDUCATIONAL SUPPORT
PROFESSIONALS
July 1, 2022 – June 30, 2025

ARTICLE XVI – COURSE REIMBURSEMENT

An employee who engages in post-secondary accredited school educational programs or courses for credit and who desires reimbursement for such activity may apply for such under the following conditions:

The course must be directly related to the current North Kingstown Public Schools responsibilities of the employee.

Prior to registration for the course, written approval of the Superintendent or Designee must be sought and received.

The North Kingstown Public Schools will reimburse the employee to a maximum of seven hundred fifty dollars (\$750.00) per fiscal year. Reimbursement will be limited to tuition costs only.

To receive reimbursement, a grade of B or better must be earned. A transcript from the college or university must accompany the reimbursement request. Requests for reimbursement must be completed within thirty (30) days of completion of the course and must be submitted using the Munis Employee Self Service expense reimbursement module.

Employees who are required to be a Certified Food Safety Manager will receive reimbursement upon successful completion of the exam.