

# POLICY

SOMERSET COUNTY  
BOARD OF EDUCATION

<b>Date Submitted:</b> July 16, 1985 <b>Date Reviewed:</b> May 25, 1999 September 19, 2006 March 17, 2009 June 30, 2011 September 14, 2012 December 17, 2019 September 15, 2020	<b>Number:</b> 700-26
<b>Subject:</b>  Tuition Reimbursement	<b>Date Approved:</b> July 16, 1985 October 17, 2006 June 16, 2009 January 21, 2020 October 20, 2020 <b>Date Revised:</b> June 15, 1999 September 19, 2006 March 17, 2009 June 30, 2011 October 16, 2012 December 17, 2019 September 11, 2020 <b>Effective Date:</b> July 1, 1999 October 17, 2006 June 16, 2009 October 16, 2012 January 21, 2020 October 20, 2020

## 1. PURPOSE

To establish procedures and guidelines for the compensation of staff for ~~courses taken~~ credits earned during their professional development.

## 2. PROCEDURE-TUITION REIMBURSEMENT

The Somerset County Board of Education agrees to give tuition reimbursement toward the cost of college credits earned from July first of one year through June thirtieth of the following year. This reimbursement will be paid within 30 days of turning in grade/completion transcript to the Human Resources Supervisor.

Reimbursement will be paid upon presentation of the Tuition Reimbursement Form; a copy of the grade/completion report; and proof of payment for the course.

The claim form must be signed by the person seeking reimbursement and that person's supervisor indicating that the courses taken were approved. Approval of courses will be based on the following criteria:

- A. The courses will be in the content area of the person's teaching assignment or,
- B. The person is pursuing an advanced degree and the courses are in the planned program for that degree.

**Somerset County Board of Education**  
**Policy # 700-26**  
**Page 2**

The maximum amount of reimbursement a staff member may receive will be determined by the Negotiated Agreements for the current year.

In order to be entitled to reimbursement, the staff member must meet the following conditions:

- C. For courses taken during the year (July 1 – June 30) , the teacher must have been employed in Somerset County during the previous fiscal year and must be employed in Somerset County during the following fiscal year.
- D. Credits must be earned at an accredited degree-granting institution. Official transcripts or grade reports must be submitted to the Human Resources Department for approval and subsequent payment.
- E. The grade of "B" or better must be earned in the course. (*This will be subject to negotiations*).**
- F. Credits earned must contribute toward the staff member's certification requirements or for meeting the certification advancement toward certifications/licensure or courses related to specific job or other suitable position within the school system. All courses, to be eligible for reimbursement, must have prior approval, in writing, from the person's supervisor.
- G. Requests for reimbursement together with supporting documents (itemized breakdown of invoice) must be submitted including proof of payment within two weeks of completing the course. Tuition and standard college/university fees are eligible for reimbursement.
- H. If credits are granted by the institution, but no direct tuition payment is made by the, staff member no reimbursement will be paid under this article.
- I. Any employee, who allows his /her certificate to become provisional or is temporarily revoked, shall not receive payment as provided in this agreement.
- J. Tuition reimbursement may be granted to an employee that earns a passing or satisfactory designation after completing the course as long as the course meets all other criteria included in this policy.
- K. Employees completing a doctorate dissertation will be reimbursed one time only for the research semester of the degree program.
- L. Upon resignation, which disqualifies a person from reimbursement, an individual is expected to repay SCPS for all reimbursement fees owed. If requested, the Superintendent or his designee may allow the individual to set up a monthly repayment plan. Failure to repay the full amount owed may be subject to court proceedings. The individual will be responsible for paying all associated court costs.