



Renaissance Academy Charter School of the Arts Tuition Reimbursement Policy

Objective

Renaissance Academy Charter School of the Arts (RA) supports employees who wish to continue their education to secure increased responsibility and growth within their professional careers. In keeping with this philosophy, RA has established a reimbursement program for expenses incurred through approved institutions of learning. If you are a full-time, regular employee and have completed your probationary period and are in good standing, you are eligible for participation in this program as long as the courses are job-related. It is expected that the employee will stay for at least one year after the completion of the reimbursed cost.

RA will reimburse up to a maximum of \$3,000 per year toward tuition incurred by an employee for continuing education through an accredited program that either offers growth in an area related to his or her current position or might lead to promotional opportunities. This education may include college credit courses, continuing education unit courses, seminars and certification tests. You must secure a passing grade of "C" or its equivalent or obtain a certification to receive any reimbursement. Expenses must be validated by receipts, and a copy of the final grade card or certification must be presented to show hours or certification received.

Procedures

To receive tuition reimbursement, employees should follow the procedures listed here:

- By April 1st staff members must give intent to take a class (or classes) for the upcoming school year.
- The employee must provide his or her direct supervisor with information about the course for which he or she would like to receive reimbursement by August 15, December 15 and May 15.
- The pre-approval section of the tuition reimbursement form should be completed and all the appropriate signatures obtained prior to enrolling.
- The employee must then take the form to the Chief of Operations, and a copy will be added to the employee's file. The employee will maintain the original until he or she has completed the course. The employee can then enroll in the course.
- After completion of the course, the employee should resubmit the original tuition reimbursement form with the reimbursement section filled out, including appropriate signatures, as well as receipts and evidence of a passing grade or certification attached.
- The Chief of Operations will then coordinate the reimbursement with the payroll department.

Any questions or comments should be directed to the Chief of Operations.

Board Approved: August 8, 2017