

TO: All Certificated Staff
RE: Tuition Reimbursement

Tuition reimbursement guidelines are listed below as well as an application for tuition reimbursement (form 47-ATR). Classes for which you may request reimbursement include those taken for graduate credit in the fall, winter, spring, and summer of the previous academic year. Note, workshop fees will not be considered for reimbursement. However, the cost to obtain credits for a workshop can be submitted for reimbursement. **Please note that applications and verification of classes must be submitted by OCTOBER 15th of each year.** Information submitted after that date WILL NOT be considered.

**TUITION REIMBURSEMENT GUIDELINES
School District 549C
Jackson County, Oregon**

It is proposed that tuition reimbursement funds be disbursed in the manner provided below. Reimbursement will be made from a \$10,000 fund.

1. All members who are contracted employees of the District are eligible to apply for tuition reimbursement.
2. Applications for tuition reimbursement, transcripts or grade cards verifying course completion and itemized tuition billing (i.e. copy of your college/university online account) must be submitted to the Human Resources Department on or before October 15.
3. Disbursement of funds shall be made following October 15 and no later than December 1.
4. In order to be eligible for reimbursement, the applicant must be employed by the District during the previous and current academic years.
5. Reimbursement for all courses will be granted only for those courses directly related to the applicant's assignment, unless prior approval of the administration is secured.
6. If enough monies are available, all eligible applicants shall be paid at a rate equal to the tuition fee charged by the Oregon State System of Higher Education at the time the course is taken for GRADUATE CREDIT for such quarter hours up to a maximum of three (3) hours.
7. Remaining monies shall be pro-rated on a per credit basis to those applicants having earned more than three (3) hours. In no instance shall reimbursement exceed the tuition fee charged by the Oregon State System of Higher Education at the time the course is taken.

Example: Fund - \$10,000

80 applicants with 3 quarter hours each
20 applicants with 6 quarter hours each
20 applicants with 9 quarter hours each

Cost per quarter hour - \$20

120 applicants x 3 quarter hours @ \$20 = \$7,200
Remaining available funds: \$10,000 - \$7,200 = \$2,800
Quarter hours not reimbursed: (20 x 3) + (20 x 6) = 180 hours
Rate for quarter hours beyond 3: $\frac{\$2,800}{180} = \15.55

Therefore:

Applicants with 3 qtr. Hours receive $(3 \times \$20) = \60

Applicants with 6 qtr. hours receive $(3 \times \$20) + (3 \times \$15.55) = \$106.55$

Applicants with 9 qtr. hours receive $(3 \times \$20) + (6 \times \$15.55) = \$153.30$

8. If enough money is not available to reimburse all eligible applicants for the first three (3) hours at the above rate, the money will be pro-rated on the basis of hours, and each applicant shall be limited to a maximum of three (3) quarter hours.
9. For purposes of reimbursement, non-college courses will be assigned on appropriate equivalency of college quarter hours.
10. Reimbursement will be based on course work completed during the fall, winter, spring, and summer terms of the preceding academic year.
11. Members would not be eligible for tuition reimbursement for D.C.E. classes handled on a contract basis when the person pays less than the regular tuition because of participation by the District.
12. Members will be eligible for reimbursement when earning credit between columns only. **Members who move from one salary column to another at the beginning of the school year are not eligible for reimbursement for the previous year's tuition.**
13. The following members of the bargaining unit will be reimbursed for tuition costs from a separate \$5,000 fund:
 - a. Those possessing a Standard Teaching Certificate, or its equivalent, who are required to take additional course work to remedy misassignment caused by the District's having changed the teacher's assignment.
 - b. Those certificated bargaining unit members employed by the District as of June 1, 1981 who are required to take additional course work due to a change in Teacher Standards and Practices Commission regulations affecting certification.

If not enough money is available for full tuition reimbursement of all eligible applicants, the money will be pro-rated equally on the basis of credit hours. Funds not expended during a contract year will revert to the District.