



## CHARLOTTEVILLE CITY SCHOOLS TUITION REIMBURSEMENT PROCEDURES

The School Board approves funds to provide partial tuition reimbursement for the cost of a course taken by any full-time or part-time employee in order to strengthen the employee's knowledge of and skills in his/her primary area of responsibility within the school division.

In order to support the effectiveness of the division's instructional programs and initiatives, to insure compliance with accreditation, licensure and legal mandates and to enhance the performance of individual staff members, the following procedures will be implemented when reimbursing staff members for college and graduate level course work.

### **Tuition Reimbursement for Employees Taking College Level Courses**

1. Reimbursement is available for up to \$500 of the tuition cost for full-time staff and a partial tuition reimbursement up to \$250 for part-time staff for the following:
  - T1** A course taken for recertification and/or to increase a staff member's knowledge within his/her primary field of responsibility.
  - T2** A course formally approved for a staff member to obtain additional endorsements in order to meet the human resource needs of the division.
2. Staff will be reimbursed for **no more than three credit hours**, the equivalent of **one (1)** college level course, for each fiscal year (July 1 through June 30).
3. Employees will be reimbursed upon satisfactory completion of eligible courses.

### **Reimbursement of Fees Associated with GED Session Completion**

1. Employees seeking to earn their GED are also eligible for tuition reimbursement. Eligible employees can apply for tuition reimbursement for up to 3 sessions per year and a maximum of \$500.
2. Upon successful completion of a GED session, a copy of a receipt of payment and a progress report issued by the Adult Education program should be submitted to the Office of Human Resources in order for reimbursement to be approved.

**All reimbursements will be dependent on available funding for courses taken in the year in which the money is budgeted. Staff members will be reimbursed in the order in which they are approved until all available money has been spent. Once available money is allocated, applications for tuition reimbursement can not be approved.**

**To apply for tuition reimbursement, staff members should complete a tuition reimbursement application form and submit it to the Office of Human Resources prior to formal enrollment in the course. The tuition reimbursement forms can be found on the Human Resources webpage or can be obtained in school offices or Central Office.**

**CHARLOTTESVILLE CITY SCHOOLS  
APPLICATION FOR TUITION REIMBURSEMENT**

Name \_\_\_\_\_ School/Program \_\_\_\_\_

Date \_\_\_\_\_

Institution to be Attended \_\_\_\_\_

Date of Attendance \_\_\_\_\_

Course to be taken \_\_\_\_\_

Credit Hours \_\_\_\_\_

GED Session (3 per year) \_\_\_\_\_

Tuition/GED Session Cost \_\_\_\_\_

Applicable Reimbursement Category (Circle)      T1      T2

Upon completion of the course, a copy of grade report or college transcript along with a copy of paid receipt for tuition must be submitted to the Office of Human Resources in order for reimbursement to be approved.

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*(To be completed by the Office of Human Resources)*

Date application received: \_\_\_\_\_

If not approved, reason for non-approval: \_\_\_\_\_

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Maximum tuition reimbursement of: \_\_\_\_\_

\_\_\_\_\_  
Authorized Signature of Approval

\_\_\_\_\_  
Date

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Copy of grade report, progress report or transcript received: \_\_\_\_\_

Copy of paid receipt for tuition received: \_\_\_\_\_

\_\_\_\_\_  
Authorized Signature to Pay

\_\_\_\_\_  
Date