HUMAN RESOURCES

Certificated Instructional & Non-exempt (Classified) Personnel

Tuition Reimbursement

I. Per the provisions of this regulation, tuition financial assistance is available for professional growth and development, and to attract and retain highly qualified employees.

A. Certified personnel: For classroom instructional personnel only, (who are paid current grade 12 salary scale), to meet certification and license renewal requirements, and to increase instructional knowledge and skills.

B. Non-exempt (Classified) employees: to obtain a teaching endorsement in the Commonwealth of Virginia or a bachelor of nursing degree.

II. Full and part-time employees are eligible for tuition reimbursement if they meet the following classification.

A. Fully certified teachers and teachers who hold a three-year provisional license who are seeking tuition assistance to become fully certified in core teaching academic subject areas as defined in the Every Student Succeeds Act (ESSA) Title II, Part A, Federal Grant funding program.

B. Non-exempt (Classified) employees who are currently enrolled in a state-approved teacher education program and/or those employed as a teacher assistant. Course work taken must be applicable to obtaining a teaching endorsement in the Commonwealth of Virginia. Non-exempt employees in a school nurse position who are enrolled in a state-approved nursing program to obtain a Bachelor of Science in Nursing.

III. Tuition Reimbursement Program Provisions

A. Tuition reimbursements are contingent upon the availability of funds each fiscal year (July 1 through June 30).
B. Fully certified and provisionally licensed teachers are offered a one (1) time only tuition reimbursement to take the PRAXIS II, VRA, or VCLA exam in core academic course subject area.

C. Certified and Non-Exempt (Classified) Personnel
   1. Reimbursement shall not exceed the amount approved in the fiscal year operating budget or the tuition course cost, whichever is less. (Approved amount can be found on the PWCS website at pwcs.edu/benefits.)
   2. Reimbursement shall be for courses taken from an accredited college or university.
   3. Reimbursement shall include the cost of tuition, textbooks, and/or other required course fees.
   4. Course work must be directly related to the teacher’s instructional work assignment.
   5. The Department of Human Resources/Office of Benefits and Retirement Services must approve the course work in advance or at the time of registration.

D. Provisionally Licensed Teachers
   1. Reimbursement funds may be available through the Department of Student Learning and Accountability/Office of Professional Development’s portion of the ESSA Title II, Part A, Federal Grant funding program.
   2. The amount of reimbursement under the ESSA Federal Grant shall be determined each fiscal year.
   3. The Department of Human Resources/Office of Benefits and Retirement Services must approve the course work in advance or at the time of course registration.

IV. Approval Guidelines and Payment Procedures
   A. Approval Guidelines
1. Requests for tuition reimbursement shall be approved in advance or at the
time of course registration. Requests for courses already completed will
not be accepted or considered for reimbursement.

2. Teachers who are fully certified must complete and sign the <a href="Fully Licensed/Provisional Non-Core-Subject Teacher Tuition Reimbursement Request Form">Fully Licensed/Provisional Non-Core-Subject Teacher Tuition Reimbursement Request Form</a>, attach a course description along with proof of payment, and submit the form with documents to the Department of Human Resources/Office of Benefits & Retirement Services for review and approval for tuition reimbursement.

3. Teachers who are provisionally licensed must complete the <a href="Provisionally Licensed Core Subject Teachers ESSA Tuition Reimbursement Request Form">Provisionally Licensed Core Subject Teachers ESSA Tuition Reimbursement Request Form</a>, and attach a course description along with proof of payment. The form with attached documents must be submitted to the Department of Human Resources/Office of Benefits and Retirement Services for approval.

4. Non-exempt (Classified) employees must complete the <a href="Classified Tuition Reimbursement Request">Classified Tuition Reimbursement Request</a>, attach a copy of the course description, and provide proof of payment. Classified staff, with the exception of teacher assistants, must also provide a copy of the letter certifying college acceptance into a state approved teacher/nursing education program.

5. Acceptable proof of payment documents include an official stamped/signed university receipt, a canceled check (front and back), or a credit card receipt with the teacher’s name and university identified.

6. All requests for tuition reimbursement approval shall be processed in the order received on a first come, first serve basis. Payment is paid in the same fiscal year the course is approved.

B. Payment Procedures

1. Tuition refund payments will be initiated after the approved course for tuition reimbursement has been satisfactorily completed with a grade of “B” or better (or “Pass” if a Pass/Fail course) as verified by an official transcript and/or official grade report.
2. To initiate payment, the employee must complete the “Tuition Reimbursement Payment Form” and attach a photocopy of the official academic transcript and/or official grade report and submit to the Department of Human Resources/Office of Benefits and Retirement Services. Request for reimbursement must be received **within forty-five (45) days** of the course completion.

3. Approved reimbursements shall be processed by the Department of Human Resources/Office of Benefits & Retirement Services.

4. Reimbursements shall be paid to the employees in the semi-monthly paycheck.

V. Conditions

A. Reimbursements shall not be made for any courses wherein tuition reimbursement has been received under any scholarship, fellowship, or other subsidized program.

B. Tuition reimbursement shall not be approved for courses taken in another line of business or trade.

C. Substitutes, temporary employees, or employees on an approved leave of absence are not eligible for tuition reimbursement.

D. The Superintendent’s staff shall determine the satisfactory grade requirement. Tuition reimbursement shall not be processed for course work in which a satisfactory grade was not earned.

E. Employees who have received payments through the tuition reimbursement program must return to regular employment with PWCS and remain employed for one (1) full year (twelve (12) months) after the date payment has been issued or pay back to the School Division 100 percent of the tuition reimbursement.

F. The Superintendent of Schools or the Associate Superintendent for Human Resources (or designee) may make an exception to this regulation on a case-by-case basis.

The Associate Superintendent for Human Resources (or designee) is responsible for implementing and monitoring this regulation.

This regulation and related policy shall be reviewed at least every five years and revised as needed.