

Procedures for Tuition Reimbursement
Beginning 2017-18

Note: All degree programs must be approved by the Superintendent of Schools prior to enrollment

Article 29 – Tuition Reimbursement

D. Tuition reimbursement shall be subject to the following total maximum reimbursement in the aggregate for the bargaining unit for each contract year, to be divided equally among eligible teachers: \$85,000 (2017-18 and 2018-19). For the 2019-20 contract year; the maximum reimbursement shall be \$95,000.

Tuition Reimbursement Process:

A Tuition Reimbursement Form must be submitted in writing to the Superintendent of Schools prior to the start of the course (Please use current form). Applications for courses should be submitted by the following dates:

*Pre-summer courses (April through June 30) must be submitted by March 15th

Summer courses (courses ending after July 1) must be submitted by May 1st

Fall semester courses (August through December) must be submitted by August 15th

Winter courses (December – March) must be submitted by October 15th

Spring semester courses (January through May) must be submitted by January 15th

*(Beginning July 1, 2017, Pre-summer courses will be included in the next schoolyear reimbursement cycle.)

Proof of payment and grade for all courses must be received by May 30th. **There will be no exceptions.** If proof documentation is not received, reimbursements for courses without documentation will not be granted. Reimbursements requests for a current school year cannot be processed in the following school year.

To the extent the aggregate of the amount for course reimbursement for any year of this contract (July 1 through June 30) exceeds the amount specifically budgeted by the Board of Education for this period, all reimbursements to applicants shall be reduced on a prorated basis. Tuition Reimbursement will not exceed the total cost of two, three credit graduate courses at UCONN.

Total reimbursement for the 2017-18 school year shall not exceed \$4,836; 3 credit graduate course at UCONN is \$2,418.

All reimbursements will be distributed by June 30th.