

**WESTMONT HILLTOP SCHOOL DISTRICT**

**Pre-approval**

**&**

**Tuition Reimbursement Request Form**

(Article VI, R, page 18 of Contract, 7/1/2017-6/30/2022)

**STEP 1: Pre-approval Request**

Employee/Title: \_\_\_\_\_ Date Submitted: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Course Title/#: \_\_\_\_\_

College/University: \_\_\_\_\_

Circle One: **Graduate**                      **Undergraduate**                      # of Credits: \_\_\_\_\_

Class Enrollment Dates: \_\_\_\_\_

Tuition Cost: \$ \_\_\_\_\_ per credit \_\_\_\_\_ Total Cost: \_\_\_\_\_

Tuition reimbursement shall be paid at seventy-five (75%) percent with a two-thousand five hundred dollar (\$2,500) yearly cap per fiscal year (July 1-June 30) of the full credit cost - provided that such courses are taken at an accredited state institution and meet any of the criteria listed below. **The fiscal year is determined by the end date of the class.**

It is the employee’s responsibility to be aware of annual reimbursement limits.

**Additional fees such as Activity, Registration, Technology or late fees, etc. are not eligible for reimbursement.**

Please check the criteria that apply:

- \_\_\_\_ 1. Courses leading to a Master’s Degree in Education.  
*NOTE: Official confirmation of the Master’s program is required.*
- \_\_\_\_ 2. Courses to be applied to an additional certification.  
*NOTE: Official confirmation of the Certification program is required.*
- \_\_\_\_ 3. Graduate and/or undergraduate courses that would enhance the effectiveness of the employee in his/her current assignment, including courses in Administration, but only if approved in advance by the Superintendent.

**Must have pre-approval form signed by Superintendent before the start of class.**

Fiscal year tuition reimbursement paid to date: (not including current request) \$ \_\_\_\_\_

Business Manager’s Signature \_\_\_\_\_ Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Donald B. Irwin, Jr.

Acting Superintendent’s Signature \_\_\_\_\_ Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Thomas R. Mitchell

**NOTE:** After approval, this form will be returned to you. Upon completion of your course(s), please send it back with the following:

- 1) Evidence of cost of tuition-itemized bill (needed for documentation for business office) and
- 2) Evidence of having obtained a grade of “B” or better or a passing grade when only pass/fail is offered or a satisfactory when only a satisfactory is offered.

**STEP 2: Tuition Reimbursement Request**                      Date Submitted to District Office: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**Itemized bill attached?** \_\_\_\_\_

**Grade attached?** \_\_\_\_\_

**BUSINESS OFFICE USE:**

Superintendent Approval \_\_\_\_\_

Business Manager Approval \_\_\_\_\_

Current Reimbursement Amount \$ \_\_\_\_\_ Ck# \_\_\_\_\_ Date Processed \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Fiscal Year (July 1 – June 30) Paid to Date \$ \_\_\_\_\_

*Please see reverse page for the Revised Tuition Reimbursement Agreement effective 3/20/2017*

NOW, THEREFORE, the parties hereby agree to amend and revise the existing collective bargaining agreement (CBA) language of Article VI, Sections F and R, as further detailed below, with said amendments taking effect March 20, 2017. The parties further agree that the language outlined below shall be incorporated into the succeeding collective bargaining agreement to be adopted after the expiration of the current agreement.

1. Article VI, Section F, shall be amended as shown below:

F. **Advanced Degree:**

1. Any professional or temporary employee who, during the term of his employment earns or has earned a Master's Degree or Doctorate shall, upon submission of evidence, be immediately entitled to the compensation prescribed for his new status.
2. Any professional or temporary employee who, during the term of his employment earns or has earned additional approved or graduate credits after attaining his Master's Degree shall upon submission of evidence of having attained the higher level, be entitled to the compensation prescribed for his/her new status. Status changes may occur three times during the year, following the submission deadlines of **September 30, January 30, and June 30**. Master's Equivalency degrees will no longer be recognized for horizontal movement on the salary schedule. Current teachers with Master's Equivalency degrees will remain at their current column and may only move again horizontally upon the completion of a Master's Degree from an accredited institution; their movement will proceed from their current column once they have earned a Master's Degree from an accredited institution.

2. Article VI, Section R, shall be amended as shown below:

R. **Tuition Reimbursement:** Prior approval is required, and is subject to a two thousand, five hundred dollars (\$2,500) yearly cap, tuition shall be paid at seventy-five (75%) percent, of the full cost of additional credit(s) while the employee is employed by the District, provided that such courses are taken at an accredited institution and meet any of the following criteria:

1. Non-third-party courses leading to a Master's Degree in Education.
2. Non-third-party courses to be applied to an additional PDE certification. This option requires a determination by the Superintendent or his/her designee that the certification would be beneficial to the District.
3. Non-third-party graduate and/or undergraduate courses that would enhance the effectiveness of the employee in his/her current assignment, but only if approved in advance by the Superintendent or his/her designee. This option requires the prior approval and determination by the Superintendent or his/her designee that the courses would enhance the effectiveness of the employee in his/her current assignment.

Third-party courses are defined as those that are NOT developed and/or delivered by an accredited undergraduate-degree or graduate-degree granting institution even though they may be offered by an accredited institution.

Employees must achieve a grade of B or better or a passing grade when only pass/fail is offered, or a satisfactory when only a satisfactory/unsatisfactory is offered, in order to qualify for reimbursement.

If an employee voluntarily leaves the District within two years of the date of the request(s) for reimbursement, the employee must repay the amount(s) for which he/she was reimbursed in accordance with the request as follows:

- a. An employee who leaves the District within 12 months of the date of the reimbursement request shall owe and must repay 100% of the amount of reimbursement received pursuant to that request.
- b. An employee who leaves the District between 12 and 24 months of the date of the reimbursement request shall owe and must repay 50% of the amount of reimbursement received pursuant to that request.
- c. An employee who leaves the District after 24 months of the date of the reimbursement request shall not owe any percentage of the amount of reimbursement received pursuant to that request.

As noted above, the parties agree moving forward that the foregoing language shall be incorporated into the current collective bargaining agreement effective March 20, 2017 and into the succeeding collective bargaining agreement to be adopted between the parties.

