

It is the policy of the Wendell School District #232 to hire and retain a highly qualified, fully certified teaching and administrative staff. The Federal government is supporting this effort nationwide by providing financial support through Title IIA funds. Some of the Title IIA funds are to be used for the express purpose of recruiting and retaining highly qualified staff. The Wendell school District #232 will use a portion of their Title IIA funds to support staff members in their efforts to become or remain highly qualified.

Provisions:

The following provisions will govern the use of Title-IIA funds for tuition reimbursement:

Reimbursement Criteria:

1. Employees will submit a signed study plan from the college or university with which they are working to earn an advanced degree or a Title IIA Professional Development/Education Plan. Only coursework listed on an approved plan will be eligible for reimbursement.
2. Classified employees will only be reimbursed for coursework that leads to a teaching degree/certification or special education certification.
3. The District will provide reimbursement only after submission of a printed receipt indicating tuition has been paid AND a transcript indicating a grade in the course of a C or better.
4. Employees may receive a maximum of \$2500 per year to help with the costs of tuition as determined by the District's Title IIA Tuition Reimbursement Committee.
5. If the amount of money requested for reimbursement for tuition exceeds the amount budgeted for that allocation period, then the money will be pro-rated and distributed accordingly among the requests for that allocation period.

Repayment Criteria:

1. The District will provide the assistance described above with the understanding that employees receiving assistance from Title IIA funds will continue to work in the District for at least two years following the last year in which Title IIA assistance was received. This requirement is strictly contingent upon the availability of a position within the district. **THIS REQUIREMENT DOES NOT IN ANY WAY GUARANTEE CONTINUED EMPLOYMENT WITH THE DISTRICT.**
2. If the employee voluntarily leaves the District during the first year following the last year reimbursement was received, the employee will return to the District the full amount of reimbursement you received. If the employee voluntarily leaves after one full year, but prior to completing their second year of service in the District, they will return one half of the reimbursement received. Such payment or payment arrangements shall be made within thirty (30) days following their voluntary termination of employment.
3. This policy will become effective upon adoption, and will remain in effect as long as the District continues to receive Title IIA funds for the purpose of recruiting and retaining highly qualified staff.

**WENDELL SCHOOL DISTRICT #232
Employee Tuition Reimbursement Form**

Title IIA Professional Development/Education Plan

Name of Applicant: _____ School Year _____
 Current Position: _____ Date Submitted _____

You must attach your **Professional Development/Education Plan** to gain highly qualified status or to support student academics.

Tuition Reimbursement is requested for the following courses that support your PD/E Plan:

Class/Course/Workshop Description	Credits	Cost	Approved

If this coursework leads to an advanced degree, please list it here: _____
 Institution: _____ Anticipated degree completion: _____

NOTE: Please complete a separate form for each year of a multiple year program. Approval of one year of such a program does not guarantee approval of subsequent years nor does it necessarily give an advantage for approval in following years. Availability and equitable distribution of funds will always be the primary factors in approvals.

If approved, the Wendell School District will pay for a portion or all of your tuition for this/these courses, depending on availability of funds at the time you submit a printed receipt for reimbursement.

Repayment Agreement

By signing and submitting this form you agree to continue to work for the Wendell School District #232 for a period of two years following the last year in which you receive compensation for tuition from the District. You further agree that if you voluntarily leave the District’s employment during the first year following the last year you received reimbursement; you will return to the District the full amount of reimbursement you received. If you voluntarily leave after one full year, but prior to completing your second year of service in the District, you will return one half of the reimbursement you received. Such payment or payment arrangements shall be made within thirty (30) days following my voluntary termination of employment.

Applicant Signature

Date

Special Programs Director Signature

Date

Superintendent Approval

Date



ADOPTED: October 15, 2019

AMENDED: