

# Cambridge Public Schools Tuition Reimbursement Program - (CTA Units A and B)

## Requirements & Guidelines

As per Article 22, paragraph D of the Agreement Between the Cambridge School Committee and the Cambridge Teachers Association, Units A and B (September 1, 2006 to August 31, 2009), members shall be able to participate in a tuition reimbursement program under the following contract language:

### **A. Contract Language: Article 22, Section C. - Tuition Reimbursement**

- C-1. Teachers will be eligible for tuition reimbursement for job-related educational courses. The maximum amount of reimbursement is \$1,500 per individual per contract year. To be eligible for reimbursement, prior approval by the Principal for the course to be taken shall be required, and a final course grade of at least "B-" shall be required unless the course is only offered Pass/Fail, in which case a "passing" grade will suffice. Specialists may be reimbursed for pre-approved professional seminars, workshops and non-credit courses that are related to their required licenses after providing a syllabus and other appropriate documentation of the seminar, workshop or course.
- C-2. The total tuition reimbursement amount shall not exceed \$150,000 per year.
- C-3. Requests for initial approval of tuition reimbursement shall be made to the Executive Director of the Office of Human Resources who shall establish rules including a review process, for determining which requests shall be approved. The deadline for submission of requests for tuition reimbursement is as follows: (a) Fall Semester – September 30<sup>th</sup>; (b) Spring Semester – January 30<sup>th</sup>; and (c) Summer Semester – June 10<sup>th</sup>. In addition, all documentation (including course grade reports and paid tuition request) submitted in support of reimbursement payment must be received no later than sixty (60) calendar days following completion of the course. Exceptions to the sixty (60) day rule, for up to an additional sixty (60) days, will only be made if failure to comply is due to the documented delay by the university in issuance of final paperwork. Requests that are submitted after the deadlines detailed above will be reviewed at the start of June of each year. If any monies remain unused in the tuition reimbursement pool after all timely and fully documented tuition reimbursement requests will be processed, on a first come, first served basis.
- C-4. Reimbursement upon completion of an approved course shall be requested on an appropriate form determined by the School Department, with documentation of the completed course with the minimum grade requirement.

### **B. Rules & Procedures**

- The Principal is responsible for approving or denying requests. If an individual is not assigned to a specific school, the individual's Curriculum Coordinator/Director is responsible for approving requests. In order to be eligible for reimbursement and enable requests to be processed in a timely manner, individuals must adhere to the following rules:

#### **Employee Eligibility**

- All active full-time and part-time members of CTA Units A and B are eligible to apply for tuition reimbursement, up to the maximum of \$1,500 per individual per contract year. By contract, the total reimbursement for all Unit A and B members in the district cannot exceed \$150,000 per year. If the number of applicants exceeds established maximum group cost limitations, individual requests will be approved based on chronological date of receipt.
- Employees must complete the process and satisfy all procedures in a timely manner, satisfactorily complete the course(s), and show evidence of course completion and payment of tuition.

#### **Application Procedures**

- To apply for tuition reimbursement, eligible employees must complete the *Tuition Reimbursement Program Application* form, obtain the signature approval of the Principal or Coordinator/Director, and submit the Application with a copy of the course syllabus or description to Barbara Allen, Executive Director of Human Resources, at 159 Thorndike St., by the deadlines listed below.

- Complete applications ***must be received*** by the following dates, according to the semester in which the course occurs:
 

<i>Fall semester:</i>	<i>By September 30</i>
<i>Spring semester:</i>	<i>By January 30</i>
<i>Summer semester:</i>	<i>By June 10</i>

### **Course/Workshop/Seminar Reimbursement Eligibility**

- Teachers are eligible for reimbursement of ***tuition costs only*** for job-related educational courses, workshops and seminars. **Prior approval by the Principal or Coordinator/Director for the course, seminar or workshop is required.**
- Specialists may be reimbursed for professional seminars, workshops and non-credit courses ***that are related to their required licenses***. They must provide a syllabus or other documentation of the seminar, workshop or course.
- Academic courses for credit at undergraduate, graduate, and post-graduate level must be taken at an accredited college or university. They must be job-related and support the individual’s continuing professional development.
- Employees ***will not be reimbursed*** for any course, workshop or seminar attended during employees’ regularly scheduled working hours.
- Course tuition ***will not be reimbursed*** if:
  - 1) the employee does not make a "B-" or better, withdraws from a course, workshop or seminar, or receives a grade of “Incomplete”.
  - 2) the employee receives duplicate fees or comparable support from another institution or agency, grant, scholarship, Veteran’s Education benefit, tuition voucher, or other similar financial aid.
  - 2) the employee voluntarily terminates employment, or is terminated for cause prior to course completion.

### **Fees, Expenses and Costs That Do Not Qualify for Tuition Reimbursement**

- Itemized fees not reimbursable to employees include: application/pre-admission registration fees, transcript fees, test preparation fees, admission testing fees, placement fees, book costs, travel cost, parking fees, tutoring fees, equipment/kit purchase costs, course addition/deletion/transfer fees, student activity fees, student union fees, recreation fees, health coverage costs, dissertation or typing fees, alumni fees, and other similar fees or costs.

### **Reimbursement Payment Procedures**

Following course completion, individual must submit a “Tuition Reimbursement Program – Reimbursement Payment Form”, with required documentation to the Financial Operations Office, 159 Thorndike St., Attn: Linda Branco

This form is available on the CPS web-site (www:CPSD.us) in the Financial Forms On-Line area. This request and documentation ***must be received no later than sixty (60) calendar days following completion of the course.*** Exceptions to the sixty (60) day rule, for up to an additional sixty (60) days, will be made only if failure to comply is due to the documented delay by the university in issuance of final paperwork.

The following documentation must be submitted with the Reimbursement Payment Form:

- 1) Official Transcript with course grade(s)
- 2) Copy of official invoice
- 3) Payment receipt or other proof of payment (e.g. cancelled check, credit card receipt, written receipt noting cash payment).

Payments can be expected to be issued within 30 days of receipt of completed requests with satisfactory documentation.