

Tuition Assistance

The School Board encourages the employees to take college credit courses for improvement. The School Board may pay \$350.00 of the tuition costs for courses that have the prior approval of the Superintendent or his/her designee.

Tuition assistance will be provided for employees of the school system with the following guidelines:

1. The course or courses must be for the recertification of the employee or the employee must be accepted in a master's program or a doctorate program.
2. The course or courses must be related to the job description of the employee or towards a master's degree in the same subject area.
3. An employee may be reimbursed for one course during the fall and spring semester and each summer semester.
4. The employee must have been employed by the School Board for at least one (1) year prior to being approved for tuition assistance.
5. The employee must present a passing grade in the course in order to be reimbursed.
6. Exceptions can be made to these regulations with prior approval of the School Board.
7. There will be a line item in the budget to cover this regulation.
8. Reimbursement requests must be submitted no later than 90 days following the completion of the activity.
9. Should requests for professional development assistance exceed available funds, priority for making awards will be based on:
 - a. Endorsement need
 - b. Licensure renewal need
 - c. Appropriateness of course work or professional development activity to position with ACPS
 - d. Advance degree.