

**TITLE: Tuition Reimbursement**

**GENERAL DESCRIPTION:** This procedure applies to tuition reimbursement for upper division or graduate level courses and movement on the salary scale as specified in Article 15 of the Colton Education Association (CEA) Contract. It ensures only prior approved tuition reimbursements are made from district funds and management is provided with accurate information for planning, budgeting, monitoring and decision-making.

**PRIMARY RESPONSIBILITY:** Superintendent

**REFERENCE OR AUTHORITY:** Article 15 of CEA Contract

**PROCEDURAL STEPS:**

- I. Prior approval by principal and superintendent shall be obtained by the employee prior to registering for coursework or commencing research or travel.
- II. Completed application for pre-approval for tuition reimbursement of academic credit for movement on salary scale and supporting documents shall be forwarded to the immediate supervisor for approval.
- III. To advance on salary schedule for upcoming contract year, educator must receive approval and notify the district office by April 1 to allow for budgeting of funds.
- IV. To receive tuition reimbursement and movement on the salary scale, a completed application with supporting documents must be submitted to the superintendent.
- V. Deadline for applications are: October 1 for summer term and June 15 for fall, winter, and spring terms. To be effective from the beginning of the contract year, credits for column advancement must be documented on the form no later than October 15 of any year, together with transcript and written request for a column change. Salary column changes shall be effective February 1 of any year if transcripts are presented to the district by January 15.
- VI. Pre-approved Tuition Reimbursement will be tracked by human resources specialist in a spreadsheet with accurate dates of approval.
- VII. Courses completed with a "C" or better or a "pass" in a pass/fail system will be eligible for the reimbursement process.
- VIII. Business manager and human resources specialist will calculate an equal and fair ratio of reimbursement based on all approved credits occurring from July 1st to June 30<sup>th</sup>.
- IX. Distributions for tuition reimbursement are given in July.