

Tuition Reimbursement

- A. Subject to the limitations below, the Board shall set aside sixteen thousand dollars annually into an account intended to reimburse teachers for tuition (not books, registration fees, etc.) for on-campus courses or approved off-campus courses. The Board's tuition reimbursement account shall be capped at one hundred thousand dollars (\$100,000). Should this cap be met, the Board shall either be excused from making its annual contribution to the tuition reimbursement account, or such contribution shall be reduced to ensure the cap is never exceeded.
- 1) To be eligible for this tuition reimbursement, teachers sign up with the Superintendent or designee. The sign-up period begins July 1 of each year for the ensuing school year.
 - 2) To be eligible for this tuition reimbursement, teachers must have at least one (1) year of teaching experience with the Valley View Schools.
 - 3) Teachers will only be eligible for reimbursement for a maximum of one thousand (\$1,000) per school year.
 - 4) Tuition reimbursement amount will be divided equally among eligible teachers and paid by July 30 of the next fiscal year. Any remaining tuition reimbursement funds shall be added to the next year's Tuition Reimbursement fund. If a unit member voluntarily leaves the employ of the Valley View Schools at the end of the school year, then the unit member shall only be reimbursed for up to 70% (up to \$700) of any eligible tuition reimbursement for that school year. Should the unit member have already received the full tuition payment, then the Board shall be authorized to deduct these amounts from the unit member's final paycheck, or the Board may pursue a civil action against the unit member should the Board be unable to recover these amounts through payroll deduction.
 - 5) To be eligible for reimbursement, courses must be beyond the undergraduate level, in the field of education, and the teacher must receive credit for the course. The courses must begin or finish during that fiscal school year (7/1-6/30).
 - 6) Teachers must submit tuition bills and tuition reimbursement form to the Treasurer's Office. Reimbursement will be made only if: the above requirements are satisfied and official documentation from the college or university shows successful completion of the course with a grade of at least a C (or pass, if the course was graded on the basis of pass-fail).