

Medford Public Schools Tuition Reimbursement Program – Requirements & Guidelines

As per Article 19 section B of the Agreement Between the Medford School Committee and the Medford Teachers Association (September 1, 2015 to August 31, 2018), members shall be able to participate in a tuition reimbursement program under the following contract language:

Contract Language: Article 19, Section B. - Tuition Reimbursement

- B.** Effective July 1, 2016, the Committee shall reimburse teachers for tuition and fees for courses as follows:
1. Effective July 1, 2016, the Committee shall make available for reimbursements a combined total of \$30,000 per fiscal year, with \$10,000 available for each the summer, fall and spring semesters. Effective July 1, 2017, the Committee shall make available for reimbursements a combined total of \$40,000 per fiscal year, with \$14,000 available for the summer semester, \$13,000 for the fall semester and \$13,000 for the spring semester. Any funds not used in the summer semester shall be rolled over to the fall semester and, likewise from the fall semester to the spring semester. Any funds not used in the spring semester shall be used to reimburse teachers, if any, who applied for reimbursement earlier in the year and were denied for lack of funds and successfully completed said course(s). No funds shall roll over into the next fiscal year.
 2. Teachers shall be eligible for one reimbursement per fiscal year with a maximum reimbursement of \$1,000, provided the course is approved in advance by the Superintendent or his/her designee based on the following factors: it is a graduate-level course in a program accredited by an accrediting organization recognized by DESE; it is in the field of education or in a content area taught by the teacher; and it advances the teacher's knowledge or skills. Superintendent or his/her designee shall approve requests for the National Board for Professional Teaching Standards Certification. If the Superintendent or his/her designee approves more applications than the funds available, reimbursements shall be provided to teachers in the order of the date and time of application. A teacher may be reimbursed only once in his/her lifetime for the National Board for Professional Teaching Standards Certification.
 3. Applications must be submitted to the Superintendent or his/her designee electronically on a form created by the Superintendent or his/her designee and approved by the President of the Association by the deadlines outlined below. No later than two (2) weeks after each deadline, the Superintendent shall provide teachers with the determination of: (a) approval; and (b) funding availability.
 4. No later than three (3) weeks after each deadline, the Superintendent or his/her designee shall provide the President of the Association a report of all submitted applications and their determinations. Alternatively, the Superintendent or his/her designee may provide to the President of the Association copies of all submitted applications and their two determinations.
 5. There shall be three deadlines, one for each semester: April 1 for the summer semester courses; August 1 for fall semester courses, and December 1 for spring semester courses. These deadlines can be altered by mutual agreement between the Superintendent and the President of the Association (with approval by the Executive Board of the Association).
 6. Reimbursement shall be provided upon successful completion of the course as evidenced by a grade of 'B' or better. Teachers must submit their grade report no later than one (1) month after receiving the grade.

Request for Tuition Reimbursement Form

To apply for tuition reimbursement, eligible employees must complete the Tuition Reimbursement Program Application form, with all required documentation and submit the Application via email to: tuitionreimbursement@medford.k12.ma.us

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

Application Deadlines:

- **April 1 for the summer semester courses * Extended until May 1, 2016 for all courses ending after the fiscal July 1, 2016 year**
- **August 1 for fall semester courses**
- **December 1 for spring semester courses.**

Instructions: Complete the information below in Section A then submit form via email to tuitionreimbursement@medford.k12.ma.us by the appropriate deadline stated above. It is the applicant's responsibility to ensure that this application is completed and submitted. The administration will complete Section B and return the form to applicant within three weeks after the application deadline.

Reimbursement Requirements: Teachers are eligible for reimbursement of *tuition and fees*. Maximum reimbursement is \$1,000 per individual per year.

Documentation required at time of application **Please print and then scan all of the information below when submitting this application**

- course is graduate-level (a copy of the course page to show that the course is at the graduate level)
- course is accredited by a DESE accrediting organization. (Print a copy of the page from the college website or DESE website to show that the school is accredited)
You can find that DESE list at <http://www.mass.gov/edu/government/departments-and-boards/ese/programs/educator-effectiveness/licensure/academic-prek-12/teacher/recognized-accrediting-organizations-2008-09.html>
- tuition and fee cost

To Obtain Reimbursement: To receive tuition reimbursement payment for pre-approved courses, within 30 days of completion of course, the teacher must submit via email to tuitionreimbursement@medford.k12.ma.us (1) a copy of the completed/approved Request for Tuition Reimbursement Form (2) copy of course grade report (3) copy of tuition invoice, and (4) copy of paid tuition receipt

Please note that if you want this course to count towards salary increment the request for salary increment form must be submitted per protocol. This form is not needed at the time of this request.

SECTION A: To Be Completed by Teacher

Teacher's Name: _____ Date: _____

School/Department/ Grade Level _____

Name of College /University: _____

Course Title: _____

Number of Credits: _____ Date Course Begins: _____ Date Course Ends: _____

Tuition and Fee Cost: _____ Amount of Reimbursement Requested: _____

Describe how this will advance your knowledge or skills. _____

SECTION B: Superintendent or designee -- PRE-APPROVAL

Administrator's Name: _____ Title: _____

Date Reviewed: _____

Meets Eligibility Criteria: Yes _____ No _____

Pre-Approval Granted: Yes _____ No _____

If no reason is as follows _____

Tuition Reimbursement Required Paperwork Check list

_____ Tuition Reimbursement Form

_____ Course is graduate-level (a copy of the course page to show that the course is at the graduate level)

_____ Course is accredited by a DESE accrediting organization.
(Print a copy of the page from the college website or DESE website to show that the school is accredited)

Please submit all of the above information via email to:
tuitionreimbursement@medford.k12.ma.us