

Hyde County Schools Employee Tuition Reimbursement Application

PLEASE PRINT OR TYPE

Name: _____
(Last) (First) (Middle/Maiden)

School: _____ School Employee Number: _____

Current Assigned Role: _____

Current Academic Degree(s) and Field: _____

Teaching Areas on your Certificate:

Teaching Area	Grade Level	Class
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Teaching Experience:

Years	School (City/State)	Assigned Role
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Your Reasons for Enrolling in Course(s): _____

I am applying for Tuition Reimbursement for these course(s):

Course Title and Number	College/University	Dates of Courses	Estimated Tuition Cost (Up to \$200 per credit hour)
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Recommendation of Your Principal or Immediate Supervisor:

Employees who benefit from tuition reimbursement will have the following obligation(s) to the Hyde County School System; a) for each two courses paid for by the school system, the employee agrees to work one additional school year. b) Upon the last course taken the employee further agrees to work an additional three years for the school system. c) Employees who separate from the school system without meeting the obligation of years worked shall have one half the amount of each course paid for by the school system deducted from their last pay.

As the applicant, your signature constitutes agreement to these stipulations and relinquishes authority to HCS finance department to deduct these funds from the employee's last paycheck if separation of employment occurs before this time period. **Courses taken without prior approval of the Superintendent or designee will not be considered for reimbursement.**

Signature of Applicant: _____ Date: _____

Signature of Supervisor: _____ Date: _____

Attach Letter of Acceptance into Academic Program to Application

Central Office Use Only	
Request Approved _____	
Request Denied _____	
Signature of Superintendent: _____	Date: _____

Policy Code: 7800A Employee Tuition Reimbursement

The board believes a strong relationship exists between the quality of education provided to students and the competency and training of all personnel employed by the school system. The board places a high priority on securing the most competent personnel available and, once they are employed, providing them with opportunities for professional growth and development throughout their careers. The goal of tuition reimbursement for employees is to provide a financial means to assist employees who are accepted into a program leading to certification as a teacher or school administrator.

A. ELIGIBILITY

Permanent, full-time employees are eligible to apply for tuition reimbursement for courses leading to a bachelor degree or higher that will allow the employee to be certified as a teacher or school administrator.

B. GUIDELINES

1. Employee must be accepted into an accredited program for a bachelor degree that leads to certification as a teacher or school administrator. The letter of acceptance must be attached to the Tuition Reimbursement Application.
2. Hyde County Schools, depending upon available revenue, will pay tuition following the semester of completion of successful academic work. A copy of the employees' grade(s) shall be forwarded to the office of the Superintendent. No reimbursement will be given for grades below a C.
3. Employees who benefit from tuition reimbursement will have the following obligation(s) to the Hyde County School System; a) for each two courses paid for by the school system, the employee agrees to work one additional school year. b) upon the last course taken the employee further agrees to work an additional three years for the school system. c) employees who separate from the school system without meeting the obligation of years worked shall have one half the amount of each course paid for by the school system deducted from their last pay.
4. Prior to receiving the first reimbursement, employees will sign a letter agreeing to this stipulation and specifying that these funds can be deducted from their last paycheck if separation of employment occurs before this time period.
5. Effective July 1, 2012, Hyde County Schools will reimburse tuition cost(s) not to exceed \$200.00 per credit hour for up to 6 semester hours per employee per school year.
6. Hyde County Schools will reimburse tuition cost only. Textbooks, activity fees, etc. will be the sole responsibility of the employee.
7. Original receipts must be submitted upon completion of semester work.
8. Funding for tuition reimbursement will be allocated on a first-come, first-serve basis and is dependent upon available funds.
9. Tuition will not be reimbursed to employees who separate from employment prior to the completion of a course.
10. The approved course(s) should be taken outside the employees regular work hours.
11. Prior to enrolling in any course that reimbursement will be requested, the full time employee must complete an application for Tuition Reimbursement and submit to the Office of the Superintendent for processing.
12. The full-time employee, upon notification that the application for Tuition Reimbursement has been approved, may be eligible for tuition reimbursement based on the guidelines of the policy.
13. Reimbursement for tuition will not be approved for course work taken without prior approval.

Adopted: March 14, 2012
Revised: January 10, 2017
Hyde County Schools