

FIT Academy

440 STAFF TUITION REIMBURSEMENT POLICY

I. PURPOSE

The purpose of this policy is to provide guidelines to the practice of providing staff with tuition assistance funds. The purpose of tuition assistance is to provide funds for coursework that will improve teaching and pupil achievement.

II. GENERAL STATEMENT OF POLICY

FIT Academy wishes to provide tuition assistance to its employees and will do so in following with this policy.

III. AVAILABILITY & DISBURSEMENT OF FUNDS

- A.** FIT Academy will set-aside 60% of its Title II funds each year to be allocated to tuition assistance awards.
- B.** Awards will be made based on eligibility AND priority as outlined in this policy.
- C.** Those who are eligible and have priority will receive full funding as outlined in item III.F prior to those who are next in eligibility or priority receiving any funding.
- D.** The Executive Director may request additional funding through board action.
- E.** Funds will be allocated based on eligibility in the following priority.
 - Priority A – Non-licensed or Tier 1 licensed staff seeking coursework in the area of Tier I license. Limit to 2 courses per semester
 - Priority B – Licensed staff with Tier 2 licenses seeking coursework in the area of Tier 2 license. Limited to 2 courses per semester
 - Priority C – All other licensed staff. Limited to one course per semester
- F.** Reimbursement will be allocated in the form of \$200 per semester credit for eligible courses or an even distribution between all equally eligible and prioritized requests, whichever the greater is available within the school allocation. Not to exceed \$1200 per semester per staff person.
- G.** All requests will be reviewed by September 1 for Fall requests and allocations calculated based on criteria established in this section. If additional funds remain, a second round of

requests will be reviewed by December 20 for the Winter semester and if funds remain, requests for Spring or Summer coursework will be reviewed by April 1.

- H. Applications for various semesters of the year will receive equal consideration but only those meeting a review deadline will receive consideration.

IV. ELIGIBILITY

- A. In order to be eligible for tuition reimbursement funds, employees must be continuing employees and in good standing.
- B. Employees who have less than one year's experience at FIT Academy are only eligible if they qualify for priority A outlined in item III.E. Employees who qualify under Priority B in Item III.E must have worked at FIT Academy for at least one calendar year prior to being eligible. Employees who qualify under Priority C must have worked at FIT Academy for at least two years and will be prioritized in order of seniority.
- C. Employees must request and complete an application form from the Executive Director. This application shall include agreement to re-pay the school should the employee not successfully complete the course or voluntarily leave FIT Academy within one year of completion of the school work.
- D. The proposed use of the tuition reimbursement fund is limited to courses from an accredited college or university and in pursuit of education related coursework directly related to the employee's work.

V. ADDITIONAL QUALIFYING CRITERIA

- A. In order to be eligible, a course must be directly related to the staff person's role in supporting teaching and learning.
- B. The teacher must complete and pass the course otherwise they will be responsible for reimbursing FIT Academy for the amount of the award
- C. Candidates will be required to provide the school with a transcript verifying the course completion and grade
- D. FIT Academy reserves the right to require payback of award if an employee defaults on any of these requirements
- E. FIT Academy reserves the right to require payback of reimbursement if an employee leaves FIT Academy prior to the end of the school year

VI. APPLICATION, PROCESS, CALCULATION & DISBURSEMENT

Approved: _____
Revised: _1/17/24_____

- A.** Staff persons must complete the application and submit to the executive director in advance of the three yearly deadlines
- B.** The Executive Director will review and notify each applicant of their status and amount of award
- C.** With assistance from the teacher, the school will make a payment to the college or university in the amount of the award
- D.** Upon completion of the course, the teacher will present a transcript with a passing grade for each course that received an award.
- E.** If the teacher presents evidence of completion of the course with a passing grade, the award will be confirmed.
- F.** In the case where a teacher does not complete or receives a failing grade, they will be responsible for reimbursing FIT Academy for the amount of award.
- G.** In the case of an incomplete, the teacher may receive an extension at the discretion of the executive director

FIT Tuition Award Application

General Statement: FIT Academy will set-aside 60% of its Title II funds each year to be allocated to tuition assistance awards. Awards will be made based on eligibility AND priority as outlined in policy 440.

Eligibility: In order to be eligible for tuition reimbursement funds, employees must be continuing employees and in good standing. Employees who have less than one year's experience at FIT Academy are only eligible if they qualify for priority A outlined below. Employees who qualify under Priority B outlined below must have worked at FIT Academy for at least one calendar year prior to being eligible. Employees who qualify under Priority C outlined below must have worked at FIT Academy for at least two years and will be prioritized in order of seniority.

Priority: Funds will be allocated based on eligibility in the following priority.

- Priority A – Non-licensed or Tier 1 licensed staff seeking coursework in the area of Tier I license. Limited to 2 courses per semester.
- Priority B – Licensed staff with Tier 2 licenses seeking coursework in the area of Tier 2 license. Limited to 2 courses per semester.
- Priority C – All other licensed staff. Limited to one course per semester.

Funding: Funding is for \$200 per semester hour and only for courses that support the staff person's area of employment and not to exceed \$1200 per semester per staff. Areas of eligibility and priority will be fully funded prior to funding subsequent priorities. All requests for an academic year will receive equal consideration but only if submitted by September 1. Additional requests will be considered on December 20 and April 1 only if funding remains.

Disbursement of Awards: Awards will be paid to the college or university and will need to be certified by presenting an official transcript with a passing grade.

Return of Funds: Employees who fail a course or leave FIT Academy employment prior to the end of the school year will be required to repay FIT Academy for the award.

**Please review, complete the form on the back, and return to the Superintendent
prior to the following deadlines:**

September 1 for Fall or priority for Winter/Spring or Summer;

December 20 for Winter/Spring;

April 1 for Summer

Approved: _____
Revised: _1/17/24_____

Employee Name: _____ Date of Request: _____

Title / Role at FIT: _____ Years at FIT: _____

Do you have a BS/BA (Y or N). Field: _____

Current Teaching Licensure: Field _____ Tier: _____

Proposed program of study: _____

Are you already enrolled in the program? Y or N

Semester you are applying for (circle): Fall, Winter/Spring, Summer

Courses and credits you are proposing to enroll in:

Course	Term / Year	Credits	Approved

I have read and agree with the FIT Academy tuition reimbursement policy 440 and certify that the information I have provided is accurate. I understand that if I fail a class or leave FIT Academy prior to the end of the school year I will be required to reimburse FIT for any tuition award payments made on my behalf.

Staff Signature: _____ Date: _____

☐ Request Not Approved OR ☐ Request Approved (amount) _____

Administrator

Date