

## **Guidelines for Tuition Reimbursement**

The district has accounts designated to support tuition reimbursement requests. For more detail please refer to your union contract, with regards to the monetary amounts.

The process to be eligible for reimbursement is the same for all staff:

- 1) Staff member must fill out the course approval /reimbursement form. (found on the MPS website)
- 2) The form must be signed by the staff member, Principal and Superintendent. It is the responsibility of the staff member to make sure the form is forwarded to the Superintendent's office for signature.
- 3) All forms need to be accompanied by a course description, must be approved **prior to** the course starting and the box designating if you are requesting payment must be checked.
- 4) When filling out the semester/year box, please stipulate start and end dates for the course. If it is an on-line course with no specific end date, please indicate "entire year".
- 5) The pay year for courses begins July 1 and ends June 30. Summer course are those that start after July 1 of any given year.
- 6) The Superintendent's office will send you a copy of the signed form for your records. If you do not receive your copy of the signed reimbursement form, it was not received by the superintendent's office and will not be processed. Course credit or payment will not be given.
- 7) If for any reason after being approved, you decide not to take the course, please notify the finance office as soon as possible. (Please contact Veronica Gaudet via email at [vgaudet@mps-edu.org](mailto:vgaudet@mps-edu.org))
- 8) Once the course is complete please forward to Veronica Gaudet:
  - a. A copy of the signed reimbursement form
  - b. Copy of proof of payment (i.e. Statement from the educational institution, cancelled check (both sides) or credit card statement (you may redact all other personal charges.) and it must have your name printed on the document)
  - c. Transcript – proof of grade (your name and educational institution must be printed on the document)
  - d. Please send all three document together.
- 9) When all the paperwork is received, payment will take 4-6 weeks to process. The reimbursement check will be mailed to your address of record. It will be a live check. It is not a payroll check.

How much you are reimbursed per course depends on your union contract.

The guidelines for the number of courses for which an employee may be reimbursed are as follows:

- Everyone is given at least one chance to be reimbursed for the max equivalent stipulated in your contract (i.e. Teacher = \$650.00, Paras = \$ 400.00).
- Any subsequent requests are held until late spring to ensure there is enough money in the account to pay at least everyone once.
- If there is money left after all first requests are paid out, additional payments may be made until the funds are exhausted.
- Additional payments may not be paid at the max value.
- Depending on the volume of requests there may be years that only one course (or equivalent) will be paid.

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