



SOUTHTON PUBLIC SCHOOLS

REIMBURSEMENT FOR TUITION GUIDELINES

Contract between Southington Board of Education and Southington Education Association

July 1, 2022 through June 30, 2025

Below is an overview of the guidelines. Additional information is provided in the contract, *Article XXIX – Tuition Reimbursement – Page 38*

1. The Board will provide tuition reimbursement for up to two three-credit graduate level courses during each fiscal year.
2. Applicant must hold a master's degree and been employed by the Board as a teacher for a minimum of two complete school years.
3. Courses must be taken in a program approved by the Superintendent of his/her designee.
4. Application must be submitted in writing prior to the start of the course.
 - **Fall Semester** - approval form must be submitted by August 15
 - **Spring Semester** – approval form must be submitted by January 1
 - **Summer Semester** - approval form must be submitted by June 1
5. Must earn a grade of B+ or higher for the course.
6. Upon completion of pre-approved course, teacher will be reimbursed the cost of the course, subject to a maximum of six hundred fifty dollars (\$650) for the course.
7. Payments will be made at the end of the year.



SOUTHINGTON PUBLIC SCHOOLS

REQUEST FOR TUITION REIMBURSEMENT

Date of Request: _____ School Year: _____

Teacher Name: _____

School: _____

Date of Hire: _____ Do you have your master's degree? Yes No

Verification of Eligibility from HR: _____ Date: _____

COURSEWORK APPROVAL REQUEST

Name of Program: _____

College/University: _____

COURSE #1

Semester: _____

Course # and Name: _____ Credits: _____

**Include course description from college/university and attach to this form.*

Assistant Superintendent's Approval: _____

Grade Verification (B+ or above): Yes No Proof of Grade Provided: Yes No

Date Verified: _____ Initials: _____

COURSE #2

Semester: _____

Course # and Name: _____ Credits: _____

**Include course description from college/university and attach to this form.*

Assistant Superintendent's Approval: _____

Grade Verification (B+ or above): Yes No Proof of Grade Provided: Yes No

Date Verified: _____ Initials: _____

DEADLINE DATES

- **Fall Semester** - approval form must be submitted by August 15
- **Spring Semester** - approval form must be submitted by January 1
- **Summer Semester** - approval form must be submitted by May 1

HR OFFICE

Copy of approval sent to employee: Yes No

Approved for payment: Yes No

Date approved: _____

Amount: _____ Payment date: _____