



Title II Tuition Reimbursement Policy and Procedure

To encourage the professional and personal development of every nonpublic teacher, the following policy establishes reimbursement guidelines for qualified educational expenses and successful completion of undergraduate, graduate, and post-graduate courses beyond an initial Bachelor degree in accredited colleges or universities.

Effective October 1, 2017 any certified full-time employee of your nonpublic entity is eligible for educational assistance in accordance with this policy upon completion of six (6) months of continuous employment prior to the time of course enrollment. Employees must be satisfactorily meeting the requirements of their job function. Ongoing participation in the tuition reimbursement program is contingent on continued satisfactory job performance.

To qualify for tuition reimbursement, the employee must participate in educational activities that, in the judgment of management, meet the criteria below:

- The course must be directly related to the degree program that is directly related to the employee's current field of work, and its successful completion can realistically be expected to enhance the employee's knowledge of his/her job and serve as a benefit to the school and like faculty.
- The course must be a part of a degree or study program required to qualify an employee for a highly qualified status and the course must be relevant to objectives in the school's professional development plan.

Reimbursement is contingent upon the student earning a passing grade that is accepted by the College/University for the credit or confirmation of satisfactory completion of the course from the school when a course is not graded.

Failure to satisfy the minimum passing grade will result in denial reimbursement of monies to the institution for the applicable course(s). A passing grade is defined as an "A," "B," or "C" grade for undergraduate classes and a "B" minimum for graduate classes. If the course is a "Pass/Fail," a "Pass" is acceptable. An employee will not be eligible for tuition reimbursement if they withdraw from a course or if the course is canceled.

If the employee resigns employment or is terminated for any reason prior to the completion of two academic years after payment of the tuition, the employee will be liable to reimburse the school the full amount of tuition reimbursed to the employee.

Reimbursement Process:

Upon completion of the course, applicant must submit, legible copies of the following:

- College/University invoice or statement indicating fees charged and the amount paid (the invoice must contain the College/University name and address. Copies of canceled checks and credit card receipts will not be accepted)
- College/university grade card/report indicating the applicant's name, quarter/semester, course name(s) and grade(s) for the term
- College or University Catalog excerpt, outlining degree requirements
- Title II Payment Request
- Title II Tuition Reimbursement Agreement
- Title II Conference/Course Evaluation

Send copies of the above six (6) items to nonpublic@slps.org for payment.