

LEARN

GRADUATE STUDY REIMBURSEMENT APPLICATION

This form must be completed and approved at least fifteen (15) days prior to the start of the course. Please refer to LEARN Personnel Policy #4129/4229 for further clarification.

NAME _____ DATE _____

POSITION/DEPARTMENT _____

INSTITUTION _____ COURSE NAME AND NO. _____

BRIEF DESCRIPTION OF COURSE _____

DATE COURSE WILL START _____ TUITION _____

HOW WILL THIS ENHANCE THE PERFORMANCE OF YOUR DUTIES? _____

_____ APPROVED _____ NOT APPROVED

Executive Director

Date

GRADE RECEIVED _____ DATE TO BE PAID _____

REIMBURSEMENT AMOUNT _____

Executive Director

Date

GRADUATE STUDY REIMBURSEMENT FOR EMPLOYEES IN CATEGORIES OF DIRECTORS, COORDINATORS, MANAGERS, TEACHERS, THERAPISTS, AND NURSES.

When in the judgment of the Executive Director, the course for which reimbursement is requested will make a meaningful contribution to a more effective performance of the duties to which the Director, Coordinator, Manager, Teacher, Therapist, or Nurse is assigned, then such reimbursement shall be granted.

Courses must be completed with a grade B or higher. If a lesser mark is received and the staff member desires, extenuating circumstances may be explained to the Executive Director for his/her consideration. Courses and institutions must have prior approval of the Executive Director at least fifteen (15) days prior to the start of the course, if possible. Graduate study reimbursement for Directors, Coordinators, or Managers is payable in one lump sum on either the second payday in September or the second payday in March, whichever most closely follows the completion of the course. Graduate study reimbursement for Teachers, Therapists, or Nurses is payable in one lump sum in the last paycheck in June. Staff member must submit an official grade report or an official transcript from the approved course and a copy of the bill for tuition fees. The amount of the reimbursement shall be equal to the cost of tuition and fees (excluding books) incurred for the course or a ratio of these costs if the total reimbursement request exceeds the maximum pool. It is mandatory that an employee be on the staff at the time of payment in order to receive any of the above reimbursements.

Tuition reimbursement for Directors, Coordinators, and Managers will be based on a maximum pool of \$6,000 allocated from the fund balance.

Tuition reimbursement for Teachers, Therapists, Nurses and School Based Managers will be based on a maximum of 50% of tuition to a maximum of 30% of the UCONN graduate tuition rate for a course with the same number of credits. The funds will be allocated from fund balances in programs employing Teachers, Therapists and Nurses.

Policy Adopted: September 9, 1993
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