



# PEABODY PUBLIC SCHOOLS

27 Lowell Street, Peabody, Massachusetts 01960

Telephone: 978.536.6500

Dr. Josh Vadala  
Superintendent of Schools

Dr. Kelly Chase  
Assistant Superintendent

Dr. Mark Higgins  
Assistant Superintendent

## Education Course Reimbursement Information

Fiscal Year 2024 & 2025 Unit A Tuition Reimbursement Pre-Approval and Application Directions: Under the auspices of Article II, Section N of the Unit A contract, Unit A members qualify for tuition reimbursement. Use this form for reimbursement of both graduate and undergraduate tuition. Unit A members must meet the requirement to be reimbursed. Unit A contract identifies a pool of \$50,000 for total reimbursement per fiscal year, with one reimbursement in the summer. The typical reimbursement is for one course per fiscal year unless a balance remains in the tuition reimbursement account. You must work within the fiscal year (July 1 - June 30) in order to qualify for reimbursement. Incomplete applications will not be processed after June 1st of the fiscal year. Fill out the application completely; incomplete and illegible applications will be returned. Any screenshot attachments must be a clear image and all documents must include your name. If the number of reimbursement requests exceeds the pool of money available, an equitable percentage reimbursement will be provided. Pre-approval is required, you must follow the below Educational Course Reimbursement Process Required Steps. It is critically important for the employee to ensure that the proposed graduate courses are completed at accredited institutions and graduate credit is being earned. It is strongly recommended that the employee investigate and confirm the institution is accredited by one of the nationally recognized accrediting agencies listed on the U.S. Department of Education's website. Furthermore, the employee must contact the institution awarding the graduate credit to ensure that graduate credit is offered and not professional development units. Online Graduate Courses will only be reimbursed when they meet the following criteria: 1. The online course has a specific start and end date with a minimum of 15-hours of work for 1 graduate credit 2. The online course is not designed as a self-paced "module" course with no specified beginning and ending date 3. The online course requires regular weekly interaction with the professor i.e., discussion boards that require the class members to log in and participate in discussions 4. The online course has regular weekly interactions with other students i.e., discussion boards that require the class members to log in and participate in discussions 5. The online assignments are regular, posted, and graded by the professor 6. The online course has graded mid-term and/or final examination or project 7. The online credit is offered through a regionally-accredited colleges and universities 8. The online course offers graduate credit. Quarters and points are examples of measurements that are not acceptable as graduate credit

## Educational Course Reimbursement Process

### REQUIRED STEPS:

1. Submit the on-line Approval of Professional Study Form, which must be approved by the Superintendent or designee.
2. This form must be signed and sent along with the Approval of Professional Study Form.

### REQUIRED STEPS Continued:

**H.O.P.E.**

**Every Student, Every Day.**

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3. After the course(s) have been completed, upload the: approve Approval of professional study form, itemized proof of payment of the specific course(s), the official transcript proving completion with a grade B or higher, official college/university documentation regarding the course and the cost to match the proof of payment, and the Tuition Reimbursement submission form.
4. All required documentation must be submitted no later than 3 PM on June 1st. No exceptions will be made if submission occurs after this deadline and if the information is not complete.

## Contract language Article II, Section N. Tuition Reimbursement

1. Teachers who have worked for two complete school years shall be eligible for tuition reimbursement annually from an annual tuition reimbursement fund of \$50,000.00.
2. Teachers in their first or second year shall be eligible for one-half (.5) tuition reimbursement annually.
3. In order to receive reimbursement, the teacher must have the Superintendent's prior approval of the course and earn a grade of B or Pass in a Pass-Fail course.
4. To receive reimbursement, the teacher must submit the signed course approval form, the official college grade report, and proof of payment to the college or university and the district must still have money in the annual fund.

Signed

Acknowledgement \_\_\_\_\_ Date: \_\_\_\_\_

Print your name: \_\_\_\_\_

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