



## Boyertown Area School District Procedures for Course Approval, Tuition Reimbursement, and Movement Requests

Boyertown Area School District (BASD) provides a tuition reimbursement for eligible full-time and part-time employees who complete coursework that enable them to continue their professional development and to maintain or increase their skills in their employment with BASD.

Administrators and professionals are eligible to be reimbursed for coursework at any regionally accredited college or university for graduate coursework. Support staff are eligible to be reimbursed for coursework and fees at any regionally accredited college, university or other educational agency.

### Act 93 Plan and Supportive Supervisory Employee Group Plan Members:

Please see respective plans for eligibility requirements and maximum allotment per fiscal year.

### Boyertown Area Education Association (BAEA) Members and Professional Employees:

Please see Collective Bargaining Agreement (CBA) for eligibility requirements and maximum allotment per school year.

### Classified Employees (Support Staff):

Please see Health and Wellness Plan for eligibility requirements and maximum allotment per fiscal year.

## **PROCEDURES:**

### A. Request for Course Approval

1. Complete the **Request for Course Approval** form and send it along with the course description from the applicant's regionally accredited college/university to the Assistant Superintendent of Teaching and Learning to obtain pre-approval for a master's, doctoral or a certificate program.
2. Once pre-approval is granted, submit the Request for Course Approval form to the Building Principal for approval.
3. Then, submit the Request for Course Approval form, the course description from the applicant's regionally accredited college/university, and a copy of tuition (only) cost (all together) from the applicant's regionally accredited college/university to the Chief Human Resources Officer for approval.

### B. Request for Tuition Reimbursement ("Tuition Reimbursement Receipt Detail Form")

1. Once the approved course(s) have been completed, complete the **Request for Tuition Reimbursement ("Tuition Reimbursement Receipt Detail Form")** form and submit it along with the following documents (all together) to the Human Resources Department:
  - Approved Request for Course Approval form(s)
  - College/University official grade report(s) or official transcript(s) for the approved Request for Course Approval form(s)
  - Proof(s) of a detailed receipt of tuition payment from the college/university

**If the applicant's College/University has agreed to defer payment, the applicant must submit the Request for Tuition Reimbursement – Defer Payment ("Tuition Reimbursement Receipt Detail Form" – Defer Payment) form instead.**

### C. Request for Tuition Reimbursement – Defer Payment ("Tuition Reimbursement Receipt Detail Form" – Defer Payment)

1. If the applicant's regionally accredited College/University has agreed to defer payment, once the course has been completed, complete the Request for Tuition Reimbursement – Defer Payment ("Tuition

Reimbursement Receipt Detail Form” – Defer Payment) form and submit it along with the following documents (all together) to the Human Resources Department:

- Approved Request for Course Approval form(s)
  - College/University official grade report(s) or official transcript(s) for the approved Request for Course Approval form(s)
  - Proof(s) of a detailed receipt of tuition payment from the college/university
  - Must supply one of the following along with this completed from as proof of deferment:
    - a copy of a tuition bill clearly stamped “Payment Deferred” by the college/university
    - an original copy of a tuition bill and a second tuition bill for the same semester with a later due date (indicates deferment)
    - a copy of a completed and approved deferment application form from the college/university
2. If the applicant has arranged deferred payment but is unable to produce proof of such agreement, the Registrar or Controller/Billing Department Personnel of the college/university must complete **SECTION II** of the Request for Tuition Reimbursement - Defer Payment (“Tuition Reimbursement Receipt Detail Form” – Defer Payment) form.

#### D. Request for Column Movement

1. Complete the **Request for Column Movement** form and submit it to the Human Resources Department by the due date.
2. Submit official transcripts for the approved courses listed on the Request for Column Movement form to the Human Resources Department by the due dates identified by the Human Resources Department.

\*Note: Incomplete form will be returned to the employee, and if it is not resubmitted by the original due date, it will not be approved for column movement.

#### **PLEASE NOTE THE FOLLOWING:**

- a. The tuition year will be from July 1 through June 30 of each year.
- b. The end date of the course will determine the tuition year to which the course applies for calculating the maximum benefit.
- c. All courses must be from a regionally accredited college or university.
- d. All courses must be approved at all levels of the District Administration before the start date of the requested course for reimbursement and/or column movement eligibility.
- e. A grade of B or better must be achieved in order to be eligible for reimbursement. (If the college or university uses a “Pass/Fail” grading system, a grade of “Pass” must be obtained.)
- f. The applicant must be employed at the time of employment in order to receive reimbursement.
- g. There shall be no double reimbursement for credits. This shall include federal grants, state grants, scholarships, G.I. Bill reimbursements, etc.
- h. It shall be the applicant’s responsibility to submit the Request for Tuition Reimbursement (“Tuition Reimbursement Receipt Detail Form”) or Request for Tuition Reimbursement – Defer Payment (“Tuition Reimbursement Receipt Detail Form” – Defer Payment) form and the required documents within ninety (90) calendar days following the end of the course for reimbursement.
  - This form must be completed in full for the Request for Tuition Reimbursement (“Tuition Reimbursement Receipt Detail Form”) and or Request for Tuition Reimbursement – Defer Payment (“Tuition Reimbursement Receipt Detail Form” – Defer Payment) to be considered and processed. Incomplete form will be returned to the employee, and any missed applicable deadlines will not be extended.

- i. If the applicant's college/university has agreed to defer payment, the Request for Tuition Reimbursement – Defer Payment (“Tuition Reimbursement Receipt Detail Form” – Defer Payment) form must be used.
- j. The tuition receipt must be from the college/university and clearly delineate the actual graduate credit cost in accordance with the Collective Bargaining Agreement (CBA). This cost must not include the costs of textbooks, class materials, or any other miscellaneous fees.
- k. Failure to submit a Request for Tuition Reimbursement (“Tuition Reimbursement Receipt Detail Form”) or Request for Tuition Reimbursement – Defer Payment (“Tuition Reimbursement Receipt Detail Form” – Defer Payment) Form will result in non-payment.
- l. Individual reimbursements will be processed throughout the school year. Reimbursements are subject to IRS regulations and/or the Pennsylvania Department of Revenue and may result in taxable income to the employee.
- m. It shall be the applicant's responsibility to submit the Column Movement Request form for approved course(s), if approved, with official transcript(s) for column movement by due date to be approved for the column movement.
- n. The Request for Column Movement must be completed in full to be considered and processed. Incomplete form will be returned to the employee, and if it is not resubmitted by the due date, it will not be approved for column movement.
- o. Forms or grades from the college/university must be sent directly to the applicant, not to the Human Resources Department. It is the employee's responsibility to maintain an up-to-date record of his/her current educational level, courses taken and applied for column movement, and credits earned.