

**STAFFORD PUBLIC SCHOOLS**  
**TUITION REIMBURSEMENT STATEMENT OF INTENT FORM**  
**FOR CERTIFIED STAFF MEMBERS**  
**FOR COURSES TAKEN July 1, 2024 – June 30, 2025**

**Stafford Education Association Contract (July 1, 2022 – June 30, 2025)- Article 31**

In order to provide continuing assistance to the teaching staff for professional improvement and/or renewal and updating of skills beyond normal certification requirements, the Board will reimburse a teacher for the successful completion of up to three (3) graduate courses per year at the rate of one hundred and fifty dollars (\$150.00) per graduate credit or at the price of the course, whichever is less expensive, awarded by an accredited institution in a planned program of instruction.

Reimbursement will be paid only if: (1) the teacher obtains prior written approval of the Superintendent of Schools for the proposed program of studies, which must be offered by a regionally accredited college or university; (2) the teacher obtains a grade of B- (or its equivalent) or better, except in pass/fail courses (where a pass is acceptable); (3) the teacher has submitted his/her request for approval to the Superintendent, together with anticipated tuition costs, by February 1 of the fiscal year preceding the fiscal year in which he/she plans to seek tuition reimbursement; and (4) the teacher submits written evidence of such completion of the course to the Superintendent by January or the last teacher work day of the school year in June\*.

The Board has made available this tuition reimbursement program on the express understanding and representation by the teachers who accept such payments, that they will apply their graduate study experience to the Stafford Public School System.

I anticipate that I will take the following course(s), which qualify for reimbursement by the Stafford Board of Education, in accordance with the terms listed above.

| <b><u>Name of Course (s) to be taken in 2024- 25**</u></b> | <b><u>Number of Credits</u></b> |
|--|---------------------------------|
| _____  | _____                           |
| _____  | _____                           |
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| _____  | _____                           |
| _____  | _____                           |
| Teacher Name (Please Print)                                | Date                            |

\_\_\_\_\_

Teacher Signature

\*Before a staff member can be reimbursed for tuition, a *Request Form for Tuition Reimbursement* (available on the district website under “Departments>Human Resources”) must be completed and submitted along with all required documentation.

\*\*These courses must be included in a program of studies that has been approved by the Superintendent of Schools. If this course is not in your approved planned program, please arrange to meet with the Superintendent prior to signing up for this course.

**This form must be received by the Superintendent’s Office no later than February 1, 2024.**