

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

CSEA Contract (July 1, 2021 – June 30, 2024)- Article 31

In order to provide continuing assistance to the staff for professional improvement and/or renewal and updating of skills beyond normal certification requirements, the Board will reimburse an employee for the successful completion of up to three (3) courses per year at the rate of one hundred dollars (\$100.00) per credit awarded by an accredited institution in a planned program.

Reimbursement will be paid only if: (1) the employee 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 employee obtains a grade of B- (or its equivalent) or better, except in pass/fail courses (where a pass is acceptable); (3) the employee 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 employee submits written evidence of such completion of the course to the Superintendent in August or January*.

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.

<u>Name of Course (s) to be taken in 2024 - 25**</u>	<u>Number of Credits</u>
---	---------------------------------

_____	_____
_____	_____
_____	_____

Name of Staff Member (Please Print)

Date

Staff Member's 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 a course is not in your approved planned program, please arrange to meet with the Superintendent prior to signing up for the course.

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