

ADMINISTRATIVE REGULATION

Board Agenda: May 10, 2018

333-AR-1. PROFESSIONAL DEVELOPMENT

Administrative, Certificated, Allied, and Special Project full-time staff of the TIU may be eligible for tuition reimbursement for graduate courses taken while employed by the TIU. The tuition reimbursement plan is intended to constitute a Qualified Educational Assistance Program under Internal Revenue Code Section 127. Following are requirements for tuition reimbursement:

- 1) Credits must be approved in writing by the supervisor and TIU administration. The Pre-Approval for Tuition Reimbursement Form must be completed. Tuition will not be reimbursed without pre-approval.
- 2) The maximum number of credits that can be reimbursed for the fiscal year 2018-2019 is 9 credits. The current cost per credit that is reimbursable is \$580. The maximum credits per fiscal year and the cost per credit is approved by the Board in June and is subject to change annually.
- 3) Reimbursement will not exceed \$5,250 per calendar year (Jan. - Dec.) as required by the Internal Revenue Service.
- 4) Credits are counted against the fiscal year in which the employee is reimbursed by TIU upon successful completion, not in the fiscal year when enrolled in the class.
- 5) Reimbursement rate will be at the rate in effect at the time of pre-approval.
- 6) Employee must maintain full-time employment during the entire course.
- 7) Pre-Approval may be dependent upon budgetary restrictions.
- 8) Only tuition costs are eligible for reimbursement. This does not include technology fees, books, materials, or transportation.
- 9) Tuition reimbursement will be approved for graduate credits and degrees received only from accredited colleges and universities. Continuing adult education courses and non-credit courses are not eligible.
- 10) Credits subject to reimbursement must be graduate level and directly job-related and/or acceptable by the PA Department of Education to grant academic credit and/or degrees acceptable for teacher certification.
- 11) Reimbursement requires proof of payment (cancelled check, receipt from university/college), invoice or proof of tuition charges (billing or bursar statement), and transcript or letter indicating successful completion grade.

Reimbursement for pre-approved credits shall not be made to individuals who:

- 1) Commence an approved leave, other than FMLA, prior to satisfactory completion of the course(s).
- 2) Resign, retire, or are dismissed by the TIU prior to satisfactory completion of the course(s).

If an employee terminates employment with the Tuscarora Intermediate Unit, for any reason, within one (1) year of completion of any course for which reimbursement was received, employee is responsible for 100% repayment of the tuition reimbursement; within two (2) years, repayment of 50% of reimbursement is required; within three (3) years, repayment of 25% of reimbursement is required.



2527 US Hwy 522 South
McVeytown PA 17051-9717
(814) 542-2501 • (717) 899-7143

PRE-APPROVAL FOR TUITION REIMBURSEMENT

PLEASE REFER TO ADMINISTRATIVE REGULATION 333-AR-1

Employee's Name: _____ Date Submitted: _____
Address: _____
Job Title: _____ Current Assignment: _____

COURSES REQUESTED: (Please submit to your supervisor)

Course Number	# of Credits	Course Title	Accredited College/University and Address	Course Dates Beginning/Ending	Per Credit Cost

Employee must check the following as applicable or provide explanation.

- Course is from an accredited college or university, if not explain:
- Course is graduate level, if not explain:
- Course is directly job related and/or acceptable by PDE to grant academic credit and/or degrees for teacher certification, if not explain:

Upon completion of course(s) – you will be required to submit for reimbursement the following items:

1. Copy of signed pre-approval tuition reimbursement form.
2. Official documentation showing the amount paid (canceled check or other evidence of course payment).
3. Invoice or proof showing amount of tuition charged by college/university.
4. Transcript, or letter, indicating successful completion of the credits.

Signature of Employee: _____

Total Tuition Reimbursement Amount Approved: Credits _____ Total Amount: _____

Date Approved: _____

Disapproved: _____ Reason: _____

Supervisor's Signature: _____ Date: _____

TIU Administrator Signature: _____ Date: _____