

Vance County Schools
Tuition Reimbursement Guidelines

The Vance County Board of Education agrees to provide tuition assistance to employees of Vance County Schools seeking educational advancement if funding is available. The employee accepting the tuition reimbursement assistance agrees to the following terms and conditions:

1. Tuition reimbursement will be issued to employees of the Vance County School System who are seeking licensure and/or a degree relative to their employment assignment with Vance County Schools. The coursework must have a direct relationship to an educational field of study.
2. Requests for reimbursements and signed contracts must be submitted and approved prior to beginning coursework. Reimbursements will not be issued if a reimbursement contract is not on file prior to submitting the request.
3. Reimbursements will be issued in the following order while funding is available:
 - a. Lateral entry teachers meeting licensure requirements.
 - b. Educators needing additional coursework to become highly qualified.
 - c. Teacher Assistants seeking teaching degrees.
 - d. Current assistant principals or lead teachers meeting licensure requirements.
 - e. Individuals identified/selected by Human Resources to participate in cohorts.
 - f. All others

(Note – Reimbursements are not allowed for advanced degrees i.e. MSA, Doctoral, etc., unless otherwise noted above)

4. Employees will receive up to \$800 reimbursement for each three (3) semester hours of coursework completed. The employee must receive at least a grade of “C” in the course to be eligible for reimbursement.
5. On-line degree programs (i.e. University of Phoenix, Strayer University, etc.) must have approval from the Human Resources Director prior to taking the course if reimbursement is expected to exceed the \$800 limit. The educator will be allowed up to \$1,000 per three (3) semester hours of on-line coursework and must also be within nine (9) semester hours of program completion and show proof that the needed coursework is not offered via another source.
6. Employees receiving reimbursement for coursework agree to return to employment with Vance County Schools at a ratio of one (1) school year per each (3) semester hour reimbursement received.
7. Should an employee of Vance County Schools fail to meet the service obligation, funds received for tuition reimbursement will be converted into a loan that must be repaid to the Vance County Board of Education within a time period agreed upon by the Board and the employee. Failure to respond to a written agreement by the specified time will lead to the full amount owed being deducted from your final paycheck. Further options could include notifying your new employer of your indebtedness and possible legal action.

**Vance County Schools
Tuition Reimbursement Agreement**

Received in HR by:

Name _____

Date _____

Current Position _____

Location _____

In accordance with Vance County Schools established guidelines for tuition reimbursement, I contractually agree to the guidelines as set forth. I, _____, am entering into this agreement on this the _____ day of _____, _____, with the Vance County Board of Education.

My purpose for taking the additional coursework listed below: _____

I am seeking reimbursement for the following courses if funding is available:

Term	Institution	Course Code/Name	Semester Hours	HR Use Only Reimbursement Issued

My signature signifies that I have read and understand the terms and agree to the guidelines.

Employee Signature

Date

NOTARY

I, _____, a notary public of _____ County, North Carolina, do hereby certify that _____ personally appeared before me and acknowledged the due execution of the foregoing instrument.

Witness my hand and seal this _____ day of _____, _____

Official Signature of Notary _____ Date _____

My Commission expires _____. SEAL

Human Resource Use Only

Approved By: _____

Executive Director/HR Administrator Signature

Date

Reimbursement processed: _____

Reimbursement processed: _____

Reimbursement processed: _____

Reimbursement processed: _____

Employment Term Extended: _____

Employment Term Extended: _____

Employment Term Extended: _____

Employment Term Extended: _____