

Radnor Township School District

Wayne, PA 19087

Tuition Assistance Plan

The following regulations govern eligibility for and administration of the Tuition Assistance Plan.

1. All certified employees are eligible to participate in the District's Tuition Assistance Plan. Benefits are prorated for employees who are employed less than full-time within the limits of their respective Collective Bargaining Agreement.
2. Tuition assistance may be sought for approved graduate-level courses within the area of one's teaching assignment and directly related cognitively and affectively to the established District curriculum and to the benefit of students. Assistance also may be sought for courses that are part of an approved program of graduate study leading to an advanced degree directly related to one's teaching assignment.
3. Any course to which tuition assistance is sought must be preapproved by the Superintendent or his/her designee. The employee seeking approval must show that the District will receive a clear benefit by granting approval.

Applications for approval must be submitted to the Human Resources Office on the attached form within 10 days of the start of the course. Applications received in excess of 10 days following the start of the course will not be accepted. Notice that approval has been granted or withheld will be provided within 5 business days of review.

Certified employees will be responsible to ensure that applications are submitted on a timely basis for review and notification to occur prior to the start of the course. Anyone who enrolls in a course without providing sufficient time for review does so at his/her own risk that reimbursement might not be approved.

4. Approved courses must be completed within 6 months of the start date indicated on the application. Reimbursement requests must be submitted no later than 90 days following completion of the course and include official transcripts and payment receipts in order to be considered complete.
5. The District shall reimburse certified employees for approved courses within the limits of their respective Collective Bargaining Agreement.

Attachment

Revised 04/2016



Radnor Township School District
Wayne, PA 19087

Request for Graduate Course Approval/Tuition Assistance
Preapproval Form – Professional Employees

Name _____ Date _____

Assignment _____ Building _____

College/University _____

(If you will be attending more than one institution, complete a separate application for each institution.)

Semester/Session Fall Spring Summer

(If you will be attending more than one semester/session, complete a separate application for each semester/session.)

Application is for coursework towards:

Master’s Degree Master’s Plus from M+ _____ to M+ _____ Tuition Assistance

1. Course # _____ **Name** _____

Course begins on ____/____/____ **and ends on** ____/____/____ **Credit Hours** _____
 MM DD YYYY MM DD YYYY

Cost per semester hour _____ **Registration Fee** _____ **Total** _____

(NOTE: Transcript fees, technology fees, general fees, etc. are not reimbursable.)

Benefit to District _____

2. Course # _____ **Name** _____

Course begins on ____/____/____ **and ends on** ____/____/____ **Credit Hours** _____
 MM DD YYYY MM DD YYYY

Cost per semester hour _____ **Registration Fee** _____ **Total** _____

(NOTE: Transcript fees, technology fees, general fees, etc. are not reimbursable.)

Benefit to District _____

3. Course # _____ Name _____

Course begins on ____/____/____ and ends on ____/____/____ Credit Hours _____
MM DD YYYY MM DD YYYY

Cost per semester hour _____ Registration Fee _____ Total _____
(NOTE: Transcript fees, technology fees, general fees, etc. are not reimbursable.)

Benefit to District _____

4. Course # _____ Name _____

Course begins on ____/____/____ and ends on ____/____/____ Credit Hours _____
MM DD YYYY MM DD YYYY

Cost per semester hour _____ Registration Fee _____ Total _____
(NOTE: Transcript fees, technology fees, general fees, etc. are not reimbursable.)

Benefit to District _____

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Courses Approved: _____

The following course #s are Not Approved: _____

Director of Human Resources

Date

Vendor # _____ Budget Code _____

Original Transcripts Received Detailed Receipt Received Reimbursement \$ _____