

Radnor Township School District
Wayne, PA 19087

TUITION ASSISTANCE PLAN
SECRETARIAL, SPECIALIST, CLERICAL AND
EDUCATIONAL SUPPORT PERSONNEL

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

1. All bargaining unit members are eligible to participate in the Tuition Assistance Plan.
2. Tuition assistance may be sought for approved job-related courses.
3. Applications for approval must be signed by the employee and their supervisor and 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.

Employees will be responsible to assure that applications are submitted on a timely basis for review and notification to occur before the start of the course. An employee 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 will reimburse employees for approved courses within the limits of their respective Collective Bargaining Agreement.
6. A separate form must be completed for each course.

