

# **KANAWHA COUNTY SCHOOLS ADMINISTRATIVE REGULATION**

## **Employee Tuition Assistance**

**Series: G69A**

**Reference:**

**Issued: 06.01.2004**

**Revised: 06.01.2016**

**Revision Number: 1**

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### **69.01 USE OF LOCAL FUNDS FOR TUITION ASSISTANCE**

#### **Professional Personnel – TEACHER (Instructional/Pupil Services and Administrative)**

Kanawha County Schools, based upon the availability of designated state or local funds, may assist in the payment of college tuition for professional personnel who qualify to receive benefits based upon identified local needs outlined in the Support for Improving Professional Practice (SIPP) plan or strategic plan.

In order to be eligible to receive tuition assistance, the course(s) shall:

- assist the individual in becoming state-certified in specialized instructional areas that have an insufficient number of fully certified teachers; or
- enable Kanawha County Schools to enhance or implement designated instructional programs.

Reimbursement will not be granted for courses that are Pass/Fail or Satisfactory/Unsatisfactory for professional personnel. Reimbursement will only be issued for courses issuing a letter grade. However, Kanawha County Schools may also enter into agreements with institutions of higher learning to offer courses at a reduced tuition.

For courses that are not offered through a contracted agreement with an outside entity, the individual must complete the course prior to applying for reimbursement. Upon completion of the course, the individual will submit a request for tuition reimbursement, a receipt issued to the individual from the institution granting the credit, and a transcript verifying the grade received in the course. In order to receive reimbursement for undergraduate courses, the individual must have received a letter grade of an “A”, “B”, or “C”. The individual must have a letter grade of an “A” or “B” to receive reimbursement for a course at the graduate or doctorate level.

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Financial assistance for tuition may be provided only for those areas that are identified in the LEA's SIPP or strategic plan. Individuals accepting tuition reimbursement must agree to remain under contract with Kanawha County Schools for a minimum of two consecutive school years following completion of certification or advanced degree. Those who terminate their employment contract will be required to repay the tuition funds reimbursed

### **69.02 Service Personnel**

Kanawha County Schools, based upon the availability and approval of Service Personnel Staff Development funds, may assist in the payment of college tuition for service personnel (both regular employees and substitutes). Kanawha County Schools may also enter into agreements with institutions of higher learning to offer courses at a reduced tuition

Tuition assistance for school service personnel may be budgeted and approved by the Service Personnel Staff Development Council through the Council's annual budget.

The Service Personnel Staff Development Council will determine the amount to be reimbursed uniformly for each class or semester and will be equal for each employee desiring tuition reimbursement, as outlined in this policy. The amount of funding available for assistance is dependent upon the amount of available funding and may vary from year to year. A Needs Assessment will be conducted each year prior to development of the Councils' budget and shall attempt to determine the number of employees who will apply for tuition reimbursement in a given fiscal year.

In order to be eligible to receive tuition assistance, the course(s) shall:

- increase the individual's job-related knowledge; or
- increase the individual's skill level; or
- lead to an Associate or Bachelor's Degree; or
- lead to an appropriate certification or licensure which may enhance the individual's job performance.

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Individuals accepting tuition reimbursement must agree to remain under contract with Kanawha County Schools for a minimum of one school year following completion of an associate or bachelor’s degree or certification/licensure. Those who terminate their employment contract will be required to repay the tuition funds reimbursed.