

	ABERDEEN SCHOOL DISTRICT	NEPN Code: GCI-R
	POLICIES AND REGULATIONS	

PERSONNEL

PROFESSIONAL DEVELOPMENT - TUITION/FEE REIMBURSEMENT GUIDELINES

As requests for tuition/fee reimbursement are reviewed, the following criteria will be considered:

I. ELIGIBILITY

- A. The applicant must hold a valid South Dakota Teacher Certificate or be a full-time employee to be eligible for tuition/fee reimbursement.
- B. The applicant must have completed at least his/her third year of employment with the District.
- C. Staff members who resign are not eligible for tuition/fee reimbursement.
- D. Only courses taken and completed while an individual is an active employee of the Aberdeen School District are eligible for reimbursement.

II. ALLOCATION OF FUNDS

- A. A cap of \$300 per school year will be reimbursed to qualified applicants for tuition and fees.

III. REIMBURSEMENT PROCEDURES

- A. Tuition/Fee Reimbursement Application Form (GCI-E) indicating course completion shall be submitted to the Human Resources office by September 1st of each year.
- B. All applicants must submit transcript or grade report that attests to successfully completing the course with a "B" or better grade and receipt for tuition/fee payment before reimbursement occurs. Incomplete grades or transcripts will not be accepted.

IV. APPROVAL CRITERIA

- A. To obtain or renew a South Dakota Teacher Certificate.
- B. To become certified in another area.
- C. To complete coursework that relates to the staff members' current assignment.

ADOPTED: JUNE 24, 2002

REVIEWED: August 14, 2006

REVIEWED: November 12, 2007

SUSPENDED: June 13, 2011

REINSTATED: April 10, 2012

REVISED: December 8, 2014

REVISED: April 27, 2015