



Littleton Public Schools
Littleton, Massachusetts

**Tuition Assistance Program
Requirements & Guidelines**

As per Appendix D of the Agreement between the Littleton School Committee and the Littleton Educators' Association, members shall be able to participate in a tuition reimbursement program. These guidelines are designed to assist members with the approval process. **The Reimbursement Period is July 1st – June 30th.**

A. Employee Eligibility

- All active full-time and part-time members are eligible to apply for tuition reimbursement up to **the maximum of \$2,000 per individual per fiscal year.**
- One thousand dollars (**\$1000**) of the tuition reimbursement will be available for other forms of professional development, e.g. workshops, seminars, on-campus professional development and conferences.
- Employees must complete the process and satisfy all procedures in a timely manner, satisfactorily complete the course(s), workshops, conferences, and show evidence of course completion and payment of tuition.

B. Criteria for Coursework

- Academic courses at the graduate or post-graduate level at an accredited college or university will be supported.
- The Superintendent or Director of Curriculum may designate certain undergraduate coursework as acceptable to be taken for tuition assistance if he/she determines that said course(s) will provide direct benefit to the applicant in their current assignment.

C. Course Approval Process – BEFORE COURSE REGISTRATION

- The applicant completes the **Application for Approval (Part A)** and submits it to the building principal who reviews the request for alignment with current assignment, area(s) of licensure, and the applicant's IPDP. The PPS Director will sign the approval form for applicants with district-wide Pupil Services assignments.
- The Principal's or PPS Director's signature indicating appropriate alignment is required.
- **One application for each course/workshop/conference** should be completed and submitted to building principal /PPS Director as soon as possible before registering for the course. Applications submitted for approval after the course begins **will not be approved.**
- A copy of the course description from the college/university catalogue or PD brochure that shows course content, tuition and graduate credit information must be attached to all applications.
- The Principal or PPS Director will forward the application (**Part A**) to the Director of Curriculum for final approval for tuition assistance. A copy of the signed application (**Part A**) and course/workshop/conference description will be returned to the applicant.
- A course is eligible for reimbursement only in the fiscal year in which the course **ends.**
- The applicant is responsible for enrollment and tuition.

D. Workshop / Conference Approval Process

- Follow the same guidelines as the course approval process.



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E. Tuition Reimbursement Process – AFTER THE COURSE/WORKSHOP/CONF. IS COMPLETED

- The applicant completes the **Application for Tuition Reimbursement (Part B)**. The applicant is responsible for initiating this action; it is not done automatically.
- A course/workshop/conference is eligible for reimbursement only in the fiscal year in which the course/workshop/conference **ends**.
- Professional Development Reimbursement is limited to the cost of tuition, fees, workshops, seminars etc. Additional costs such as textbooks, registration fees, and similar expenses are not payable under this policy. Documentation of tuition payment can be in the form of a receipt of payment, a canceled check, or a credit card statement indicating that payment was made to the institution from which courses were taken and credit was granted.
- Documentation of successful course completion can be in the form of either transcripts or grade reports. For a workshop or conference proof of attendance is sufficient.
- Forward completed Application for Tuition Reimbursement (**Part B**), signed Approval Form (**Part A**), evidence of successful course completion, and tuition payment – **all together** – to the Curriculum Office, Attn. Bettina Corrow before June 30th for payment in that fiscal year.

F. Timelines

- The Tuition Assistance Program is a **two-part approval process** with the **Application for Approval (Part A)** preceding and being a requirement for the **Application for Tuition Reimbursement (Part B)**.
- Applicants should allow **ten (10) school days** to obtain the required signatures for course approval.
- All documentation submitted in support of reimbursement payment should be received within **thirty (30) calendar days** following completion of the course/workshop/conf. Exceptions to the thirty (30) day rule will only be made for **courses that do not start until mid or late June**. If failure to comply is due to the documented delay by the college/university in the issuance of final paperwork, applicants should contact the Director of Curriculum.
- The Curriculum Office must receive all forms **by June 30th** so that payment can be processed within the current fiscal year.
- A course/workshop/conference is eligible for reimbursement **only** in the fiscal year in which the course/workshop/conference **ends**. Courses/workshop/conference ending after July 1 are considered the beginning of a new fiscal year.
- Payments can be expected to be issued **within 30 days** of receipt of completed requests with satisfactory documentation.

Updated: August 2018

It is the policy of the Littleton Public Schools not to discriminate on the basis of race, gender, religion, national origin, color, homelessness, sexual orientation, gender identity, age or disability in its educational programs, services, activities or employment practices. Further information may be obtained by contacting Justine Muir, District Equity Coordinator at 978-540-2500, jmuir@littletonps.org or 33 Shattuck Street, P.O. Box 1486, Littleton, MA 01460.

Our mission is to foster a community of learners who strive for excellence and prepare each student to be a successful, contributing citizen in a global society.