

Snake River School District #52

PERSONNEL

5480

Tuition Reimbursement Program Outline

The Board adopts this policy to provide financial support to District employees as they complete the last three college credits required to complete their master's degree or the last three credits required to attain the status of bachelor's degree plus 24 credits (BA+24).

Eligibility Criteria

To qualify for tuition reimbursement, and employee must meet the following criteria:

1. Be a current certified employee of the District employed on a contract;
2. Within 1 year of the submission of a request to the District for reimbursement, have completed the college credits for their master's degree or the credits to attain BA+24 status; and
3. Be in good academic standing with a passing grade for the final course(s).
4. The \$600 reimbursement is dedicated to the movement of BA+24 and Masters, \$1200 per employee while employed by the district.
5. \$600 is not for recertification after BA+24 unless working on the last credits towards their Masters.

Reimbursement Process

First, the employee must apply by submitting a completed Tuition Reimbursement Application form. The form must be accompanied by the following documents:

1. Official transcripts showing successful completion of the final three credits;
2. A receipt showing full payment for the credits.
3. A copy of the master's degree upon completion (if applicable) or the transcript of the employee demonstrating they have earned 24 credits beyond their BA or BS degree.

The employee must submit the application and all accompanying documents to the District office no later than September 10th of the school year in which they are to be reimbursed, and no longer than 12 months after the completion of the final credit or credit.

This reimbursement is available twice to each eligible employee — once upon achieving BA+24 status and once upon completing a master's degree.

The maximum reimbursement amount shall be:

1. \$600 for an employee attaining BA+24 status and
2. \$600 for an employee finishing their master's degree.

Reimbursement may be no more than the total amount of actual tuition costs paid by the employee. This does not include books, course materials, or course-specific fees.

Employees may be required to commit to working for the District for a specified period after receiving reimbursement (e.g., 1 year) and may be required to submit and sign documentation to this effect and indicating that failure to complete such service may result in a claim by the District for return of reimbursed sums.

Application Review and Decision

A Human Resources employee designated by the Superintendent or a committee appointed by that designee shall review all applications and supporting documents and notify the applicant of whether their request has been approved or denied within 30 days of submitting the application OR by September 10th.

Upon approval of an application, reimbursement will be processed through the District's payroll department. The reimbursement shall be issued no later than the October payroll immediately following the submission of the application.

Annual Review of Policy

The Board of Trustees shall review this policy and the tuition reimbursement program every year and consider whether the District's budget can sustain the program, whether District employees are obtaining benefit from the program, and whether any updates or other changes are warranted. This review shall be recorded in the minutes of meeting at which the Board conducts this review.

Employees may give written or verbal public comment at the meeting at which this policy is reviewed to provide feedback to improve this program.

Policy History:

Adopted on: September 18, 2024

Revised on: August 19, 2026

Reviewed on: August 21, 2024; July 22, 2026; August 19, 2026