

Cambridge Public Schools Tuition Reimbursement Program (CTA Units A and B)

Requirements & Guidelines

As per Article 22, paragraph D of the Agreement Between the Cambridge School Committee and the Cambridge Teachers Association, Units A and B (September 1, 2006 to August 31, 2009), members shall be able to participate in a tuition reimbursement program under the following contract language:

A. Contract Language: Article 22, Section C. - Tuition Reimbursement

C-1. Teachers will be eligible for tuition reimbursement for job-related educational courses. The maximum amount of reimbursement is \$1,500 per individual per contract year. To be eligible for reimbursement, prior approval by the Principal for the course to be taken shall be required, and a final course grade of at least "B-" shall be required unless the course is only offered Pass/Fail, in which case a "passing" grade will suffice. Specialists may be reimbursed for pre-approved professional seminars, workshops and non-credit courses that are related to their required licenses after providing a syllabus and other appropriate documentation of the seminar, workshop or course.

C-2. The total tuition reimbursement amount shall not exceed \$150,000 per year.

C-3. Requests for initial approval of tuition reimbursement shall be made to the Chief Talent Officer who shall establish rules including a review process, for determining which requests shall be approved. The deadline for submission of requests for tuition reimbursement is as follows: (a) Fall Semester- September 30th; (b) Spring Semester - January 30th; and (c) Summer Semester - June 10th. In addition, all documentation (including course grade reports and paid tuition request) submitted in support of reimbursement payment must be received no later than sixty (60) calendar days following completion of the course. Exceptions to the sixty (60) day rule, for up to an additional sixty (60) days, will only be made if failure to comply is due to the documented delay by the university in issuance of final paperwork. Requests that are submitted after the deadlines detailed above will be reviewed at the start of June of each year. If any monies remain unused in the tuition reimbursement pool after all timely and fully documented tuition reimbursement requests will be processed, on a first come, first served basis.

C-4. Reimbursement upon completion of an approved course shall be requested on an appropriate form determined by the School Department, with documentation of the completed course with the minimum grade requirement.

B. Rules & Procedures

The Principal is responsible for approving or denying requests. If an individual is not assigned to a specific school, the individual's Curriculum Coordinator/Director is responsible for approving requests. In order to be eligible for reimbursement and enable requests to be processed in a timely manner, individuals must adhere to the following rules

Employee Eligibility

- All active full-time and part-time members of CTA Units A and B are eligible to apply for tuition reimbursement, up to the maximum of \$1,500 per individual per contract year. By contract, the total reimbursement for all Unit A and B members in the district cannot exceed \$150,000 per year. If the number of applicants exceeds established maximum group cost limitations, individual requests will be approved based on chronological date of receipt.
- Employees must complete the process and satisfy all procedures in a timely manner, satisfactorily complete the course(s), and show evidence of course completion and payment of tuition.

Application Procedures

- To apply for tuition reimbursement, eligible employees must complete the Tuition Reimbursement Program Application form, obtain the signature approval of the Principal or Coordinator/Director, and submit the Application with a copy of the course syllabus or description to Lisa Richardson, Chief Talent Officer, 135 Berkshire Street, Cambridge, MA 02141 by the deadlines listed below.
- Complete applications **must be received** by the following dates, according to the semester in which the course occurs:
Fall semester: By September 30
Spring semester: By January 30
Summer semester: By June 10

Course/Workshop/Seminar Reimbursement Eligibility

- Teachers are eligible for reimbursement of *tuition costs only* for job-related educational courses, workshops and seminars. Prior approval by the Principal or Coordinator/Director for the course, seminar or workshop is required.
- Specialists may be reimbursed for professional seminars, workshops and non-credit courses *that are related to their required licenses*. They must provide a syllabus or other documentation of the seminar, workshop or course.
- Academic courses for credit at undergraduate, graduate, and post-graduate level must be taken at an accredited college or university. They must be job-related and support the individual's continuing professional development.
- Employees *will not be reimbursed* for any course, workshop or seminar attended during employees' regularly scheduled working hours.
- Course tuition *will not be reimbursed* if:
 - 1) the employee does not make a "B-" or better, withdraws from a course, workshop or seminar, or receives a grade of "Incomplete".
 - 2) the employee receives duplicate fees or comparable support from another institution or agency, grant, scholarship, Veteran's Education benefit, tuition voucher, or other similar financial aid.
 - 3) the employee voluntarily terminates employment, or is terminated for cause prior to course completion.

Fees, Expenses and Costs That Do Not Qualify for Tuition Reimbursement

- Itemized fees not reimbursable to employees include: application/pre-admission registration fees, transcript fees, test preparation fees, admission testing fees, placement fees, book costs, travel cost, parking fees, tutoring fees, equipment/kit purchase costs, course addition/deletion/transfer fees, student activity fees, student union fees, recreation fees, health coverage costs, dissertation or typing fees, alumni fees, and other similar fees or costs.

Reimbursement Payment Procedures

Following course completion, individual must submit a "Tuition Reimbursement Program - Reimbursement Payment Form", with required documentation to the Financial Operations Office, 135 Berkshire Street, Attn: Linda Branco

This form is available on the CPS website (www.cpsd.us) in the Financial Forms On-Line area. This request and documentation must be received no later than sixty (60) calendar days following completion of the course. Exceptions to the sixty (60) day rule, for up to an additional sixty (60) days, will be made only if failure to comply is due to the documented delay by the university in issuance of final paperwork.

The following documentation must be submitted with the Reimbursement Payment Form:

- 1) Official Transcript with course grade(s)
- 2) Copy of official invoice
- 3) Payment receipt or other proof of payment (e.g. cancelled check, credit card receipt, written receipt noting cash payment).

Payments can be expected to be issued within 30 days of receipt of completed requests with satisfactory documentation.

Cambridge Public Schools
CEA UNIT A&B
Tuition Reimbursement Program Application Form

Application Deadlines

Fall semester: September 30

Spring semester: January 30

Summer semester: June 10

Instructions: Complete the information below in Section A, attach a copy of the published course description, obtain the written pre-approval of your Principal or supervising Coordinator/Director in Section B of this form, and then submit form to the Office of Human Resources, 135 Berkshire Street, Cambridge, MA 02141 by the appropriate deadline stated above. It is the applicant's responsibility to ensure that this application is completed and submitted.

Reimbursement Limitations: Teachers are eligible for reimbursement of tuition costs only, Maximum reimbursement is \$1,500 per individual per year. Approved college/university courses must be completed with a grade of B- or better. Tuition reimbursement is not granted for courses/programs taken during regularly scheduled work hours, nor for fees and expenses such as application fees, pre-application registration fees, transcript fees, test preparation or test fees, admission testing fees, placement fees, book costs, travel cost, parking fees, tutoring fees, equipment/kit purchase costs, course addition/deletion/transfer fees, student activity fees, student union fees, recreation fees, health coverage costs, dissertation or typing fees, alumni fees, and other similar fees or costs.

To Obtain Reimbursement: To receive tuition reimbursement payment for pre-approved courses, within 60 days of completion of course or seminar, the teacher must submit (1) a completed "Tuition Reimbursement Program - Reimbursement Form"; (2) copy of course grade report (official transcript); (3) copy of tuition invoice, and (4) copy of paid tuition receipt to the Financial Operations Office, 135 Berkshire Street, Cambridge, MA 02141.

SECTION A: To Be Completed by Teacher

*Note: All sections must be completed. Do not enter "see attached" for any items. A **published course description must be attached.***

Teacher's Name: _____ Date: _____

Title: _____ School/Department _____

Name of College /University: _____

Course Title: _____

Number of Credits: _____ Date Course Begins: _____ Date Course Ends: _____

Tuition Cost: _____ Amount of Reimbursement Requested: _____

Relevance to Your Position/Professional Development: _____

SECTION B: PRINCIPAL or COORDINATOR/DIRECTOR PRE-APPROVAL

Administrator's Name: _____ Title: _____

Date Reviewed: _____

Meets Eligibility Criteria: Yes ___ No ___

Pre-Approval Granted: Yes ___ No ___

(If no, please specify reason): _____

SUBMIT FORM TO: This completed application must be submitted to the Office of Human Resources, 135 Berkshire Street, Cambridge, MA 02141 prior to the appropriate application deadline. It is the applicant's responsibility to ensure this application is received.

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Tuition Reimbursement Directions

1. Make sure the Tuition Reimbursement is filled out and has your signature. If the form is missing your signature it will be returned to you and it can delay the reimbursement process.
2. Make sure that you have an Official Transcript from College or University; Grade Reports are not accepted.
3. Make sure you have a copy of the paid receipt from the College or University.
4. Make sure you have proof of method of payment such as a copy of a check or credit card receipt or statement or bank card statement.
5. On the credit card statement and bank statements please make sure to black out any credit card or bank card numbers before you submit your paperwork.
6. W-9 is required if you are a new hire or have changed your address or name change please make sure to fill one out and send it with your paperwork.

Cambridge Public Schools
Tuition Reimbursement Program – Reimbursement Payment Form

Following course completion, this form is to be completed and submitted to the Financial Operations Office, 135 Berkshire St., Attn: Linda Branco with the following documentation. Please submit complete package form and documentation at the same time.

Official Transcript ONLY No Grade Reports accepted
Copy of Paid Receipt
Copy of Proof of Method of Payment

This payment form must be received no later than 60 calendar days following course completion (per Tuition Reimbursement rules). Please retain a copy for your records.

Name: _____

Address: _____

City: _____

State: _____ **Zip Code:** _____

Name of College/University: _____

Course Title: _____

Date Course Began: _____ **Date Course Ended:** _____

Amount of Reimbursement: \$ _____

Signature: _____

Date: _____

Note: Teachers are eligible for reimbursement of **tuition costs only**. Itemized fees are **not reimbursable** include: application/pre-admission registration fees, transcript fees, test preparation fees, admission testing fees, placement fees, book costs, travel cost, parking fees, tutoring fees, equipment/kit purchase costs, course addition/deletion/transfer fees, student activity/student union fees, recreation fees, health coverage costs, dissertation or typing fees, alumni fees, and other similar costs.

A. The Committee will pay the reasonable expenses (including fees, meals, lodging and/or transportation) incurred by teachers who attend workshops, seminars, conferences, or other professional improvement sessions at the request of and with the advance approval of the Superintendent of Schools.

B. When vouchers are received by the Superintendent's office, written notification will be sent to the cooperating teacher who must accept the voucher within ten (10) days if he wants to claim it. At the end of each semester a list of unclaimed vouchers will be sent to the Association and Principals/Heads of Upper Schools for posting. Teachers may request unclaimed vouchers from the Office of the Superintendent.

C. Tuition Reimbursement

C-1. Teachers will be eligible for tuition reimbursement for job-related educational courses. The maximum amount of reimbursement is \$1,500 per individual per contract year. To be eligible for reimbursement, prior approval by the Principal/Head of Upper School for the course to be taken shall be required, and a final course grade of at least "B-" shall be required unless the course is only offered Pass/Fail, in which case a "passing" grade will suffice. Specialists may be reimbursed for pre-approved professional seminars, workshops and non-credit courses that are related to their required licenses after providing a syllabus and other appropriate documentation of the seminar, workshop or course.

C-2. The total tuition reimbursement amount shall not exceed \$150,000 per year.

C-3. Requests for initial approval of tuition reimbursement shall be made to the Executive Director of the Office of Human Resources who shall establish rules, including a review process, for determining which requests shall be approved. Unit members who are submitting requests for tuition reimbursement for RETELL do not need to adhere to the semester deadlines set forth above, but such requests will be reviewed at the start of the semester following the submission and if any monies remain unused in the tuition reimbursement pool after all timely and fully documented tuition reimbursement requests are processed, such RETELL tuition reimbursement requests will be processed, on a first come, first served basis. The deadline for submission of requests for tuition reimbursement is as follows: (a) Fall Semester - September 30th; (b) Spring Semester - January 30th; and (c) Summer Semester - June 10th. In addition, all documentation (including course grade reports and paid tuition request) submitted in support of reimbursement payment must be received no later than sixty (60) calendar days following completion of the course. Exceptions to the sixty (60) day rule, for up to an additional sixty (60) days, will only be made if failure to comply is due to the documented delay by the university in issuance of final paperwork. Requests that are submitted after the deadlines detailed above will be reviewed at the start of June of each year. If any monies remain unused in the tuition reimbursement pool after all timely and fully documented tuition reimbursement requests are processed, such untimely, fully documented tuition reimbursement requests will be processed, on a first come, first served basis.

C-4. Reimbursement upon completion of an approved course shall be requested on an appropriate form determined by the School Department, with documentation of the completed course with the minimum grade requirement.