

Martinsville City Public Schools
TUITION ASSISTANCE POLICY

Any full-time employee of Martinsville City Public Schools may be eligible to receive tuition assistance for college courses that meet the requirements toward earning an advanced degree above and beyond what is required for the employee's current position. Martinsville City Public Schools will pay in advance, or reimburse, one hundred percent (100%) of tuition only (no fees or books) for up to six (6) credit hours annually for coursework leading to such a degree, with appropriate advance approval. Tuition costs may be approved based upon the prevailing tuition rate at state colleges and universities.

An employee who is planning to seek tuition assistance should complete and submit a **Request for Tuition Assistance Form** to the Human Resources Department no later than five (5) business days prior to enrolling in the course. Additionally, the employee must submit a copy of the letter from the college or university that states that the employee has been accepted into the degree program. If the employee has not yet been formally accepted into the degree program, other documentation that supports the employee's intention to complete the degree may be accepted at the discretion of the Director of Human Resources.

Once approved, Human Resources will return the original signed Request for Tuition Assistance Form to the employee to submit as a tuition voucher to the college or university. Human Resources will also provide a copy of the completed form to the Business & Finance Office, which will, in turn, pay the tuition invoice once it is received from the college or university. An employee who receives a voucher for payment of tuition in advance of taking a class must submit a copy of the final grade report to the Business and Finance Office. Grade reports must present proof of a grade no lower than a "C," or a "Pass" for courses taken on a pass/fail basis.

In the event that an employee has received approval for tuition assistance for a course through Human Resources, and the tuition voucher cannot be provided to an employee in advance of his/her taking the class, the employee can request tuition reimbursement upon successful completion of the course. In this instance, the employee should submit the approved Tuition Assistance Form, along with a copy of the final grade report, to the Business & Finance Office, as stated above. Upon receipt of properly submitted requests, a check will be issued to the employee for one hundred percent of the approved tuition cost.

The following conditions apply to the Tuition Assistance Program:

- The Tuition Assistance Program is available to any full-time employee who seeks to earn a college degree at a level above that which is required for the employee's current position.
- By accepting tuition assistance, an employee commits to continue employment with Martinsville City Public Schools for a minimum of one year beyond the semester in which the course was taken. If the employee leaves the employment of Martinsville City Public Schools prior to the completion of the one year period, the school division will seek reimbursement of all expenses paid. Martinsville City Public Schools will not seek reimbursement in the event that the school division discontinues an individual's employment.

- In the event that a licensed employee seeks to add an additional endorsement to his/her existing license, and such endorsement is deemed to meet projected staffing needs of Martinsville City Public Schools, the school division will pay tuition in full in accordance with the procedures stated above, with appropriate advance approval.
- In the event that a non-licensed employee seeks to earn an additional credential or certification, and such credential or certification is deemed to meet projected staffing needs of Martinsville City Public Schools, the school division will pay tuition in full in accordance with the procedures stated above, with appropriate advance approval.
- In the event that Martinsville City Public Schools requires an employee to enroll in and successfully complete a college course for credit, the school division will pay tuition in full. In such cases the course credit may not count toward the six credit hour annual maximum.
- Occasionally, courses may be made available to employees through one-time grant-funded opportunities. In such cases the six credit hour annual maximum may not apply.
- If an employee receives tuition assistance for a course, and does not submit a copy of the final grade report to the Business and Finance Office showing a grade no lower than a “C,” or a “Pass” for courses taken on a pass/fail basis, the school division will seek reimbursement of all expenses paid.
- Participation in the Tuition Assistance Program does not automatically renew a licensed employee’s five-year professional license. Employees are responsible for submitting to the Human Resources Department, through their principals/supervisors, appropriate documentation for licensure renewal. Employees should request an official transcript of completed course work once grades have been posted, as unofficial grade reports submitted for the tuition assistance program are not accepted for licensure renewal requests.