

Martinsville City Public Schools  
**TUITION REIMBURSEMENT POLICY**

**Licensed Personnel**

An employee of Martinsville City Public Schools who is required to maintain a current, valid Virginia teaching or administrative license as a condition of his/her employment may be eligible to receive reimbursement for a portion of tuition paid for college courses taken to maintain the license.

Martinsville City Public Schools will reimburse fifty percent (50%) of tuition only (no fees or books) for a maximum of six (6) credit hours of course work during a five (5) year licensure renewal period 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 reimbursement should complete and submit a **Request for Tuition Reimbursement Form** to the Human Resources Department no later than five (5) business days prior to enrolling in the course. Courses requested must meet requirements applicable to the employee in accordance with current regulations of the Virginia Board of Education, as stated in the Virginia Licensure Renewal Manual. The manual can be accessed at: <http://www.pen.k12.va.us/VDOE/Compliance/TeacherED/remanual.pdf> .

Once approved, Human Resources will send a copy of the signed Request for Tuition Reimbursement Form to the employee. Upon course completion, the employee should submit the approved request form, along with a copy of the final grade report, to the Business & 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. Upon receipt of properly submitted requests, a check will be issued to the employee for fifty percent of the approved tuition cost.

The following conditions apply to the Tuition Reimbursement Program:

- By accepting tuition reimbursement, 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.
- The Tuition Reimbursement Program is available to employees who are seeking recertification points towards renewal of a five-year license. It is not available to individuals who hold a non-renewable Provisional License or Special Education Conditional License.
- In the event that Martinsville City Public Schools requests an employee to add a new endorsement to his/her existing license, the school division will pay tuition in full, and in advance, with appropriate notice.

- 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 will count toward the six credit hour maximum within the employee's licensure renewal period.
- Occasionally, courses may be made available to employees through one-time grant-funded opportunities. In such cases the six credit hour maximum or the fifty percent reimbursement maximum may not apply.
- Participation in the Tuition Reimbursement Program does not automatically renew an individual'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 tuition reimbursement are not accepted for licensure renewal requests.

### **Non-Licensed Personnel**

Any full-time, non-licensed employee of Martinsville City Public Schools may be eligible to receive reimbursement for a portion of tuition paid for college courses taken to improve knowledge and skills in areas relevant to the employee's work.

Martinsville City Public Schools will reimburse fifty percent (50%) of tuition only (no fees or books) for a maximum of six (6) credit hours of course work during a five (5) year period 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 reimbursement should complete and submit a **Request for Tuition Reimbursement Form** to the Human Resources Department no later than five (5) business days prior to enrolling in the course. Courses requested must pertain to subjects that are relevant to the employee's work with Martinsville City Public Schools.

Once approved, Human Resources will send a copy of the signed Request for Tuition Reimbursement Form to the employee. Upon course completion, the employee should submit the approved request form, along with a copy of the final grade report, to the Business & 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. Upon receipt of properly submitted requests, a check will be issued to the employee for fifty percent of the approved tuition cost.

The following conditions apply to the Tuition Reimbursement Program:

- By accepting tuition reimbursement, an employee commits to continue employment with Martinsville City Public Schools for a minimum of three years 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 three 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.

- The Tuition Reimbursement Program is available to full-time, non-licensed employees who are seeking to improve work-related knowledge and skills.
- 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 will count toward the six credit hour maximum within the employee's five-year period.
- Occasionally, courses may be made available to employees through one-time grant-funded opportunities. In such cases the six credit hour maximum or the fifty percent reimbursement maximum may not apply.