

**Q. Tuition Assistance CP4160**

The District may pay a portion of tuition [above continuing education requirements] for instructional and administrative staff, for the purpose of filling hard-to-fill positions with highly qualified staff. Such payments will serve as secondary payments to scholarships, grants, [financial aid] that the teacher is able to secure. In order to be considered for such reimbursement, a teacher shall submit to the Board a statement of unmet needs from the college/university in which said teacher is enrolled. The Board, at its sole discretion, shall approve or deny the request, wholly or in part, on a case-by-case basis.

Along with the tuition reimbursement request submitted to the Board, a teacher shall submit a written agreement stating that if the teacher ends his/her employment with the District, the teacher will be responsible for reimbursing the District for all educational costs paid by the District at a rate of 100% if the teacher ends district employment within the first year of receiving reimbursement and 50% if the teacher ends district employment within the second year of receiving reimbursement. Instructional staff members subject to nonrenewal or discharge shall be exempt from this provision.

Policy adopted: 04/10/2013