



TUITION REIMBURSEMENT GUIDELINES SPARTANBURG SCHOOL DISTRICT THREE

Spartanburg School District Three has funded a tuition reimbursement program. The intent of the program is to assist educators in obtaining recertification in their areas of certification and assignment, or to assist educators teaching under restricted alternative certificates to become certified in their areas of assignment, or to obtain an advanced degree. The amount of reimbursement is limited to the tuition amount actually paid and will not exceed \$500 per employee per course. Courses already subsidized by the District (such as those offered through the Professional Development Center) are not eligible for tuition reimbursement.

Only courses completed during the current fiscal year July 1 through June 30 are eligible for reimbursement. Certified employees may be reimbursed for one course per semester, with a maximum of two reimbursements during the fiscal year period. Limited funds are allocated per semester. Approvals will be on a first-come, first-serve basis until funds for that semester are exhausted.

NOTE: Tuition reimbursement will not be retroactive.

Certified employee must meet the following requirements:

1. Employee must be under contract and in good standing with Spartanburg School District Three during the reimbursement period.
2. Employee must pass the course with a minimum grade of “B” to qualify.
3. The course must be a required course in a state approved teacher education program.
4. The course must be for recertification in a critical need area as determined annually by the district or for certification in an area in which a teacher is teaching on a permit or restricted alternative certificate.
5. **The course must be taken during the current fiscal year.**

The employee must submit the following to Mr. Rodney Goode, Assistant Superintendent for Personnel Services:

1. A completed Tuition Reimbursement Application received before the deadlines above.
2. An original fee receipt showing the actual amount of tuition paid for the course for which reimbursement is requested. No request will be processed without an original fee receipt.
3. Documentation indicating that the specific course is a required part of that program.
4. A grade report or transcript showing successful completion of the course will be kept on file with the approval forms for audit purposes.

Contact Mr. Rodney Goode, Assistant Superintendent for Personnel Services, or Dr. Susan Little, Assistant Superintendent for Instructional Services with questions. To check the status of your reimbursement, you can contact Stacy Mann at 6006 or smann@spartanburg3.org.