

Renaissance Academy Charter School

Board of Trustees Policy

EMPLOYEE TUITION REIMBURSEMENT POLICY

First Reading: September 15, 2022
Second Reading: October 20, 2022
Third Reading: November 17, 2022
Vote: November 17, 2022

PURPOSE:

The Board of Trustees of the Renaissance Academy encourages staff to enroll in Graduate, Undergraduate, Certificate, or continuing education classes to assist them in obtaining or maintaining their Pennsylvania certification as a school administrator or teacher, build upon their knowledge as an educator, or enhance their skills at Renaissance Academy. In addition, teachers must be highly qualified / certified in their subject matter under the Every Student Succeeds Act (ESSA) adopted in December 2015. Therefore, to assist staff with their studies, the Board of Trustees of Renaissance Academy Charter School has agreed to the following reimbursement policy.

DEFINITION:

Tuition Reimbursement: Funds provided after the employee has paid for approved coursework AND has successfully completed the requirements of said course.

Current guidelines are in effect beginning the fiscal year of July 1, 2022 until determined otherwise.

GUIDELINES:

- Reimbursement Maximum allocations will be provided
- Pending Educational Plan/program pre-approval by the CEO or their designee
- Pending budgetary allowances per the approved Charter School Budget and
- Pending grade requirements of 'B' or better in coursework.
- Pending a completed and signed Tuition Reimbursement Request Form submitted after each semester.
- Pending receipts and a grade report of the completed coursework must be submitted to the CEO before you can be reimbursed for any of the classes.

- Reimbursement will be for tuition costs only. Fees, books, and other expenses will not be considered.
- Staff on academic probation cannot participate in the Tuition Reimbursement Plan.

RATE of REIMBURSEMENT:

Post-Graduate Studies (including Masters and Doctoral Programs):

- An employee may be reimbursed for eligible tuition expenses up to a maximum of \$4,500 per fiscal year.

Undergraduate Studies:

- An employee may be reimbursed for eligible tuition expenses up to a maximum of \$2,250 per fiscal year.

Non-Degree/Certificate:

- An employee may be reimbursed for eligible tuition expenses up to a maximum of \$2,250 per fiscal year

PROCEDURAL DELEGATION:

Guidelines for the Tuition Reimbursement Program are as follows:

The CEO or their designee will determine eligibility for reimbursement on a case by case basis.

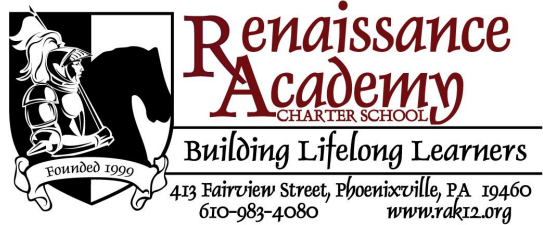
Eligible employees are or become ineligible for tuition reimbursement under this policy, if:

The employee has received an Improvement Plan or formal warning within six months prior to their request for pre-approval, or the employee receives an Improvement Plan or formal warning following pre-approval and before the course is completed.

Accordingly, despite pre-approval, Renaissance Academy Charter School will not reimburse tuition payments if an employee receives a formal warning or is on an Improvement Plan at any time prior to completing the course.

EMPLOYEE COMMITMENT

When participating in the Tuition Reimbursement program the employee agrees to remain employed with the Renaissance Academy Charter School for a minimum of two years from the date of reimbursement. Voluntary termination of employment with Renaissance Academy Charter School before the two-year tuition commitment period has ended will result in a requirement to refund up to two years of the tuition reimbursement money received while employed at the school.



If the school terminates employment for any reason, the employee will not be expected to return any of the tuition reimbursement dollars to the school.

TO THE EXTENT THAT ANYTHING IN THIS POLICY COULD BE CONSTRUED TO CONFLICT WITH THE SCHOOL'S CHARTER OR APPLICABLE STATE AND/OR FEDERAL LAWS, THE APPLICABLE STATE AND/OR FEDERAL LAWS AND/OR CHARTER CONTROL.