

TUITION REIMBURSEMENT

Effective July 1, 2013, bargaining unit members are able to receive reimbursement for 80% of the cost of his/her tuition, not to exceed \$2,000 per year. The total pool of money available for all FPEA members will not exceed \$20,000 per fiscal year.

Tuition reimbursement for eligible bargaining unit members will be on a first come, first served basis. Once the cap is met for the fiscal year, any bargaining unit members who did not receive the reimbursement for that year, will be placed at the beginning of the list for the next fiscal year's pool and his/her already completed courses will be reimbursed from the next fiscal year's budget.

How to receive Tuition Reimbursement:

Submit coursework for pre-approval through the [LPDC Online System](#) prior to taking/paying for the course(s), be sure to check the box on the activity page that indicates you will be submitting for reimbursement. The LPDC meets monthly on the second Monday of the month at 3:30 p.m. Please remember that you must have an approved IPDP on file with the LPDC before you submit the coursework proposal.

When the coursework is completed, order an original transcript from the accredited college. You will need to submit that with the tuition reimbursement form, DO NOT have it sent directly to the board office, have it mailed to yourself. It is suggested you order a second transcript to keep in your own records.

Upon completion of the course take the following steps:

- Immediately order an official transcript from the college/university. Have this mailed to yourself NOT the board office
- Submit for final approval of the course in the [LPDC Online System](#)
- Fill out and print the Tuition Reimbursement Form (hyperlink) located on the Staff Resources on the district webpage
 - Attach the following documents to the Tuition Reimbursement Form
 - Official Transcript
 - Receipt of payment
 - Printout of your final approval in the [LPDC Online System](#)
- Send all documents to Belinda Yonkof at the Board of Education Office

The original transcripts will be kept for your personnel file for any salary level increases that are applicable.

Payment will be made to the bargaining unit member no later than the second pay after the above information is received by the Treasurer's Office.

Any questions regarding this please call Mike Matthews, ext. 1128.