

PROCESS FOR TUITION REIMBURSEMENT—TEACHERS

Overview

The District shall allocate \$100,000 of local funds per school year for all eligible participants as follows:

- 50% of the total allocation shall be for reimbursement of summer semester courses;
- 25% of the total allocation shall be for reimbursement of fall semester courses;
- 12.5% of the total allocation shall be for reimbursement of winter semester courses;
- 12.5% of the total allocation shall be for reimbursement of spring semester courses;

Reimbursement will be available for credit generating graduate level course work related to PreK-12 education.

Process

- Applicants must be full-time District teachers who are fully certified to teach their current assignment.
- Approval must be granted by the Senior Director of Human Resources or designee before the applicant enrolls in the course.
- A separate application must be submitted for each course.
- ***Reimbursement Documents:** Personal reimbursement form, proof of payment and successful completion of the course must be submitted to Human Resources before reimbursement is made. Successful completion is defined as a grade of “A or B”. “P or S” does not constitute a grade and will not be processed for reimbursement. A transcript should be obtained from the registrar’s office in order to meet the deadline for submitting all paperwork.
- The reimbursement amount will be calculated by dividing the funding designated for the semester by the number of employees submitting a request for reimbursement for courses during this semester. The reimbursement amount will vary based on the number of employees participating each semester. ***The reimbursement amount will not be calculated until after the reimbursement document deadline.*** The initial reimbursement calculation will be done based on one course per employee. If funds remain after this

calculation, an additional calculation will be done for a second course. A maximum of six (6) credits will be paid per semester.

- Employee must be a current employee at the time funds are to be dispersed to be eligible for reimbursement.
- Reimbursements are made as direct deposits and are not included in the employee's paycheck.
- It is important to login to Delaware Employee Vendor First State Financials (FSF) to **create OR modify** your DE Employee Vendor Number as needed. Christina School District employees are considered suppliers when it pertains to submitting reimbursements through FSF. ****If at any time you change your name, address, or bank account, you must return to the link below to update your information.****
 - To apply/edit your State of Delaware eSupplier vendor identification number please go to : <https://accounting.delaware.gov/suppliers/>
 - For further information or specific questions, please contact FSF_Supplier_Maintenance@delaware.gov or by phone at (302) 526-5600 opt 1.

- **Deadlines:**

Semester	Application for Approval	*Reimbursement Documents (unofficial transcript, billing statement, personal reimbursement form)
Summer	5/24/24	9/27/24
Fall	9/20/24	1/24/25
Winter	12/13/24	3/21/25
Spring	1/24/25	6/13/25

All tuition reimbursement request forms and follow up documentation should be sent to Wendy Collazo at wendy.collazo@christina.k12.de.us

TUITION REIMBURSEMENT REQUEST (MUST BE COMPLETED IN ITS ENTIRETY)

Please select Teacher Paraprofessional

Term: Fall Winter Spring Summer

Employee Name: _____ Employee ID _____

Vendor Identification Number (if known): _____ Current School _____

Current Assignment: _____

College/University: _____

Beginning Date of Course _____ End Date of Course: _____

Course Number: _____ Credits: _____

Course Title: _____

Degree Program: _____ Cost of Course: _____

To be completed by Human Resources only:

Approval: _____ Date: _____

THE FOLLOWING INFORMATION MUST BE INCLUDED WHEN SUBMITTING THIS REQUEST TO BUSINESS SERVICES:

Transcript (Received officially by Human Resources)

College Receipt showing the course and the cost of the course.

Personal Reimbursement Form

Application/Request Deadlines: Summer-5/24/24, Fall-9/20/24, Winter-12/13/24, Spring-1/24/25