

SMYRNA SCHOOL DISTRICT

POLICY

Section:	4000 Personnel	Office Responsible:	Human Resources
Policy:	4149: <i>Course Tuition Reimbursement</i>		
Related Policies:			

I. Purpose

To outline the process by which regular full-time employees are reimbursed for tuition for courses which either directly relate to an employee’s job responsibilities or are required as part of an overall job-related degree program at an accredited higher education institution.

II. Authority

Delaware Code, Title 14, §1403

III. Definitions

Regular full-time employee – any person holding a position with the district working 30 or more hours per week and earning pension creditable service.

IV. Policy Statement

- A. Tuition reimbursements will be limited to the total amount of local fund reimbursements approved by the Board of Education in each year’s operating budget. In the event this allocation is not sufficient to provide total reimbursement to all regular employees that have meet the criteria for reimbursement, the district shall pro-rate the funds so that each reimbursable expenditure is divided by the total reimbursable expenditures multiplied by the district allocation.
- B. Funding shall be divided into two parts. One-half shall be pro-rated as described above among eligible employees who complete their courses, meet the requirements listed below and submit all required documentation by January 1st. The second one-half shall be disbursed as above for all requests submitted by June 1st.
- C. Requests for course reimbursements must be submitted by the employee and approved by the Superintendent prior to the start of the course.
- D. The employee must receive a passing grade of B or better.
- E. The request for reimbursement must be submitted within 90 days from the end of the course and be accompanied by the approved course reimbursement request, proof of payment and proof of a passing grade of B or better.

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Board Approval Acknowledged by:



Christine Malec, President
Smyrna School District Board of Education

Policy Actions

Adopted: 05/17/1005
Revised: 09/16/1998
Revised: 1/15/2025