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POLICY D-11

PAYMENT FOR MASTER'S/ADVANCED DEGREE COURSE WORK

USD #282 will pay \$100 per credit hour tuition not to exceed \$1,800 per year to licensed staff working on an approved Masters/Advanced Degree program in their field. The following conditions must be met in order to receive payment:

1. The individual must have completed one year of service in the school district as a licensed staff member *or be employed under the condition of enrolling in a program of study leading to a limited apprentice license or transition to teaching license.*
2. Any individual intending to utilize this policy must inform the Superintendent of Schools in writing and must have the support of the Superintendent before proceeding further. This support should be in writing and attached to the individual's written request.
3. A Masters/Advanced Degree program approved by the college or university and the Superintendent of Schools must be on file at the West Elk Central Office. Reimbursement will only be for those courses identified in the plan.
4. Payment will be made to the licensed staff member at the end of each semester or summer session when a transcript is provided showing successful completion of courses in the program plan. Payment for tuition is to be requested within the same school year the classes were taken. Late requests (those made in another school year term) may not be honored.
5. The maximum payment in a given school year will not exceed \$1,800.
6. Should the list of courses in the approved plan be changed or if a substitution is made then a letter signed by the university official indicating that the change is needed, and must be on file in the District Office with the original plan.
7. Payment will not be made for hours taken in conjunction with staff development or in-service where the school district has provided time off of work, registration fees and travel expenses.

8. Upon completion of the Masters/Advanced Degree and confirmation of the degree to the District Office with a transcript the individual will receive a one-time lump sum payment of \$1,000.
9. This policy is not retroactive to any hours or degrees prior to August 1, 2001.