

**TUITION REIMBURSEMENT GUIDELINES, 2020-2021  
RICHLAND COUNTY SCHOOL DISTRICT ONE**

The Richland County School District One Board of School Commissioners has funded a tuition reimbursement program as a part of the budget for fiscal year 2020-2021. The intent of the program is to assist educators in obtaining recertification in their areas of certification and assignment; to assist teachers teaching under restricted alternative certificates to become certified in their areas of assignment; and to assist classified employees in obtaining certification as teachers or meeting other career goals. The amount of reimbursement is limited to the tuition amount actually paid and will not exceed \$800.00 per employee per course. Courses already subsidized by the District (such as those offered through the Professional Development Center) are not eligible for tuition reimbursement. **Only courses completed during the fiscal year of July 1, 2020 through June 30, 2021 are eligible for reimbursement.** Both certified and classified employees may be reimbursed for one course per semester, **with a maximum of two reimbursements during the fiscal year period.** Limited funds are allocated per semester. Approvals will be on a first-come, first-serve basis until funds for that semester are exhausted.

In order to be eligible as a certified employee you must meet both requirements 1 and 2 and at least one of items 3, 4 or 5

1. Must be a full time employee, have completed a minimum of two consecutive years of service during current period of employment with the District, and not currently on an improvement plan.
2. Employee must pass the course with a minimum grade of “C” or better to qualify.
3. The course must be for recertification in a critical need area as determined annually by the district.
4. The course must be for certification in an area in which a teacher is teaching on a permit or restricted alternative certificate and will continue to teach at least one more year.
5. The course must be a required course in a state approved teacher education program at a South Carolina public or private college or university.

In order to be eligible as a classified employee, a course must meet the following requirements:

1. Must be a full time employee, have completed a minimum of two consecutive years of service during current period of employment with the District, and not currently on an improvement plan.
2. Employee must apply for coursework or training that is designed to improve current job knowledge and skills, to prepare for a promotion or licensure, or to teach job skills that can be utilized by the District.
3. Employee must pass the course with a minimum grade of “C” or better to qualify.

**The deadlines for submitting a Tuition Reimbursement Request Form are as listed and are strictly enforced:**

<u>Semester</u>	<u>Dates</u> (Approximations)	<u>Deadlines</u>
Summer II, 2020	July 1, 2020- July 31, 2020	<b>July 23, 2020</b>
Fall, 2020	August 20, 2020 December 31, 2020	<b>September 11, 2020</b>
Spring, 2021	January 4, 2021- May 7, 2021	<b>February 4, 2021</b>
Summer I, 2021 (Includes Maymester)	May 9, 2021- June 30, 2021	<b>May 20, 2021</b>

The employee must submit the following to Kwamine Gilyard in Human Resource Services, Mail Code (580):

1. A completed Tuition Reimbursement Request received no later than deadlines above.
2. **An original fee receipt showing the actual amount of tuition paid for the course for which reimbursement is requested. A student loan for payment of tuition will not be considered unless proof that repayment in the amount requested, up to \$800, has already been paid to your loan company before reimbursement can receive final approval. No request will be processed without an original fee receipt.**
3. A grade report or transcript showing successful completion of the course. The deadline for submitting grades is August 20, 2020 for courses completed from July 1 to July 31, 2020, and January 3, 2021, for courses completed from August 20, 2020 to December 28, 2020, May 20, 2021, for courses completed from January 2, 2021 to May 6, 2021, and June 24, 2021 for courses completed from May 6, 2021 to June 30, 2021. These items will be kept on file with the approval forms for audit purposes.

Requests received in the Office of Human Resource Services will be acknowledged with a letter within a reasonable time period. **PLEASE DO NOT CONTACT THE FINANCIAL SERVICES OFFICE REGARDING YOUR CHECK. All inquiries should be directed to Kwamine Gilyard or Morgan Bullock in the Human Resources Office.** Funds are limited and should requests exceed the monies available, applications will be approved in the order of receipt based on the date on which the form was received in the Office of Human Resource Services. **All checks will be held in the office of Human Resource Services and participants must come by in person with picture identification and sign for the check.** Early disbursements for those with completed files will be at the discretion of Human Resource Services and are not guaranteed.

Feel free to call Kwamine Gilyard or Morgan Bullock in Human Resource Services at 231-7446 with questions.  
**THIS FORM SUPERCEDES ANY PREVIOUS GUIDELINES. THE DISTRICT RESERVES THE RIGHT TO  
MODIFY THE GUIDELINES AT ANY TIME**  
ADDITIONAL FORMS ARE AVAILABLE ONLINE AT [www.richlandone.org](http://www.richlandone.org)