TUITION REIMBURSEMENT GUIDELINES, 2017-2018
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 2017-2018. 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, 2017 through June 30, 2018 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:

<table>
<thead>
<tr>
<th>Semester</th>
<th>Dates</th>
<th>Deadlines</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summer II, 2017</td>
<td>July 1, 2017 - July 31, 2017</td>
<td>July 24, 2017</td>
</tr>
<tr>
<td>Fall, 2017</td>
<td>August 21, 2017 - December 31, 2017</td>
<td>September 11, 2017</td>
</tr>
<tr>
<td>Spring, 2018</td>
<td>January 4, 2018 - May 6, 2018</td>
<td>February 5, 2018</td>
</tr>
<tr>
<td>Summer I, 2018</td>
<td>May 9, 2018 - June 30, 2018</td>
<td>May 20, 2018</td>
</tr>
</tbody>
</table>

The employee must submit the following to Kwamine Gilyard in Human Resource Services, Mail Code (S80):

1. A completed Tuition Reimbursement Request received no later than deadlines above. For classified employees, Item 3 below must accompany the completed form if entering a teacher education program.
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 letter confirming official acceptance into a teacher education program and some documentation that the specific course being taken is a required part of that program.
4. A grade report or transcript showing successful completion of the course. The deadline for submitting grades is August 21, 2017 for courses completed from July 1 to July 31, 2017, and January 3, 2018, for courses completed from August 21, 2017 to December 29, 2017, May 21, 2018, for courses completed from January 3, 2018 to May 7, 2018, and June 25, 2018 for courses completed from May 7, 2018 to June 30, 2018. 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 Darlene Montgomery 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 Darlene Montgomery in Human Resource Services at 231-7419 or 231-7446 with questions. THIS FORM SUPERCEDES ANY PREVIOUS GUIDELINES. THE DISTRICT RESERVES THE RIGHT TO MODIFY THE GUIDELINES AT ANY TIME Revised 06/27/17
ADDITIONAL FORMS ARE AVAILABLE ONLINE AT www.richlandone.org