

## **TUITION ASSISTANCE**

It is the objective of Gloucester County Public Schools to employ the most qualified staff possible. In order to meet this objective, the school division is committed to assisting employees with improving their educational credentials. The Gloucester County School Board will assist qualifying personnel with tuition payments for the successful completion of approved coursework, as follows:

Employees working toward an Associate's degree, Bachelor's degree, licensure renewal or taking additional course work:

- Gloucester County Public Schools will reimburse employees in this category a maximum of \$250 per course for no more than two courses per school year.

Employees working toward a Master's Degree or an approved special education endorsement:

- Gloucester County Public Schools will reimburse employees in this category a maximum of \$500 per course for no more than two courses per school year.

Employees working toward a reading specialist or math specialist certification, or coursework required by GCPS:

- Gloucester County Public Schools will reimburse employees in this category a maximum of \$500 per course for no more than three courses per school year.

Employees working toward an approved Doctorate:

- Gloucester County Public Schools will reimburse employees in this category a maximum of \$500 per course for no more than four courses per school year.

When the school division pays for coursework that leads to a collegiate professional license, a license renewal, a Master's or dual Master's Degree, a Doctorate, National Board Certification, or any other coursework that is taken for professional enrichment, the Superintendent shall require in writing that the employee agree to a year-for-year commitment, not to exceed a maximum of three additional years of continued employment. The School Board reserves the right to waive this requirement. Failure to satisfy the terms of the agreement will result in requiring the money paid for all coursework to be reimbursed to the school division. If coursework is not successfully completed, the employee shall be responsible for paying back the division any reimbursement or tuition assistance received.

In addition, when the school division requests that employee pursue and obtain a degree/certification/license/coursework that is necessary for the effective administration of the academic or support program and is outside of the employee's normal job description expectations, the school division will pay all tuition costs incurred with the program in exchange for a specified duration of work performed beyond the conferral of the associated degree/certification/license. Under these limited circumstances, the school division shall enter into a contractual agreement with the employee for the purpose of outlining tuition assistance benefits and obligations incurred by the employee in such an arrangement. Such arrangements shall be approved by the School Board.

**ADOPTED:** June 10, 2008

**REVISED:** September 13, 2016

**CROSS REFERENCE:** GBBC-E Application for Tuition Assistance