

# Tuition Reimbursement

## **Per the Administrative Meet & Discuss Plan effective July 1, 2024.**

The Intermediate Unit Board will reimburse Administrative employees for the successful completion of preapproved job-related or organizationally relevant course work. The MCIU shall pay a maximum of nine hundred dollars (\$900) per credit up to 12 credits per year (July 1<sup>st</sup> through June 30<sup>th</sup>) for courses pre-approved by their Office Director and Executive Director (or designee) under the following conditions:

- a. All course work for which reimbursement is requested must be graduate level credits in the field, or applicable to the field, in which the employee is assigned;
- b. All courses for which reimbursement is requested must carry a grade of “B” or better, or in the case of pass/fail courses, must have “Pass.”

Administrative employees receiving tuition reimbursement agree to work for the Intermediate Unit for two years after the conclusion of the last class(es) for which they received tuition reimbursement. If the Administrative employees fails to remain employed by the MCIU, they will be responsible for repaying the tuition reimbursement which was paid prior to leaving employment at the following rate:

1. Up to 1 year after following completion date of course(s), tuition reimbursement will be paid back at 100% of amount of reimbursement
2. Between 1<sup>st</sup> and 2<sup>nd</sup> year following completion date of course(s), tuition reimbursement will be paid back at 50% of amount of reimbursement

This will be effective for all coursework with a start date after July 1, 2024.

The maximum tuition rate will not include degree or certification programs that are required based on a change in the requirements of the Administrative employee’s position or if prescribed in an Administrative employee's individual performance plan.

The Intermediate Unit Administration has the right to approve tuition reimbursement based upon its assessment of the quality of traditional courses, online courses, video courses, correspondence courses, continuing education credits (CEU’s) and all other potentially reimbursable activities as well as its assessment of the institution offering the courses and activities. Administrative employees may, however, receive reimbursement for the registration fee for approved training/staff development programs related to their assignment. The fact that a program offers CEU’s will not prohibit its being approved as a training/staff development activity. Reimbursement for such professional activities shall be part of the allowance per year.

Costs for expenses other than the registration fee will be the responsibility of the Administrative employee. Approval for professional time to attend the program shall be at the discretion of the Executive Director or designee.

Any exceptions regarding the tuition reimbursement credit allowance or repayment schedule must be approved by the Executive Director or designee.