



CERTIFIED TUITION REIMBURSEMENT GUIDELINES EFFECTIVE JULY 1, 2009

1. **Within funds available**, tuition reimbursement is available to permanent, full-time employees serving in a certified position and hold a valid North Carolina Teaching license who meet the following requirements:
 - a. Are not receiving tuition reimbursement or assistance from another source; **and**
 - b. Are affiliated with a regionally accredited college/university that is licensed in North Carolina and recognized for certification purposes in North Carolina; **and**
 - c. Are taking an approved program of studies in the field of education and a program of studies that is job related. A copy of the required course sequence shall be turned in with the letter or acceptance mentioned in d. below; **and**
 - d. Are working on their first master's degree, certificate of advanced studies, or doctorate. If the work is toward a degree at the same level as that currently held and is not being done at the request of the school system, the request will be held until other payments are made and then payment will be issued if funds are available. Proof of acceptance into such programs shall be provided with the first request for reimbursement; **or**
 - e. Are adding "in-field" certification or endorsement, or clearing a provisional certificate obtained to comply with in-field requirements; **or**
 - f. Are adding a high-priority area of certification (i.e., an area where there is a shortage of applicants), according to an approved course sequence (copy provided with first request).
2. Reimbursement shall be requested within six weeks after passing the course with a grade of "C" or better. All requests will be held until the fall of the year following completion of the class. Late requests will be held and reimbursed after other requests only if funds are available. If an "Incomplete" is received for a course and the course is not completed until the following fiscal year, the reimbursement request will be held until the fall of the next fiscal year, and reimbursement will be made only if funds are available. Only courses completed after July 1, 2009, are eligible for this program.
3. Completion of the degree is expected. If the employment relationship is terminated by the employer or the employee prior to completion of the degree, the employee shall repay the reimbursed tuition funds.
4. One-half of tuition costs, **as long as funds are available**, shall be reimbursed, up to a set maximum per semester hour successfully completed. (The maximum amount shall be calculated each fiscal year based on the following formula: fifty percent (50%) of the cost of one (1) of three (3) graduate hours at UNC-Charlotte, rounded up to the nearest amount divisible by five dollars (\$5). Payments will be made in the fall of the year following the school year the courses were completed. Employees must be working for Kannapolis City Schools at the time checks are issued in order to receive payment.
5. The only cost that will be reimbursed is tuition. Registration fees, textbooks, insurance, parking fees, travel fees, etc. are not eligible for reimbursement.