

Tuition Reimbursement Policy

Note: This policy may be modified at any time at the discretion of the Provident Board of Trustees.

Employees shall be entitled to reimbursement of tuition upon the following conditions:

Approval of the proposed course(s) of study by the CEO, prior to course registration. The approval of all courses is at the discretion of the CEO. Priority will be determined by focus of the course work, date of request, and observation scores over the last two years at Provident.

Each employee will be required to submit a letter of application containing the following:

- Focus of coursework
- Last two years Final Observation Ratings
- Employees plan for the future
- Acknowledgement of the three year commitment

Execution of "Provident Tuition Reimbursement Agreement" by employee.

Employee must present written evidence of amount of tuition and achievement of a minimum grade of "B."

The maximum reimbursement will be the per credit rate of the University of Pittsburgh tuition at the beginning of each semester not to exceed the following number of credits per employee per year.

Employment year 1- no reimbursement

Employment year 2 and longer – 12 credits

Courses must be:

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- Graduate level
- Have focus on Dyslexia, other language based learning difficulties, special education, educational technology, or school administration
- From a duly authorized institution of higher education in Pennsylvania
- Must be related to the employee's current or future job responsibilities

The allocated funds effective July 1, 2020 will be \$102,000. The Board will allocate funds on a yearly basis, and at the Board's discretion they may increase or decrease the amount. Notwithstanding the foregoing, if the particular institution utilizes a pass-fail

grading system, the employee must first make the CEO aware of same when submitting the course for approval. If the CEO approves the course, such approval will entitle the employee to reimbursement upon presentation of written evidence of achievement of a "pass" grade.

Obligation of Funds: Once receiving credits and/or degree, the employee must maintain employment with Provident Charter School for a minimum of three years or reimburse the school all of the money received for the credited courses.

updated 12/10/2019