

Title: Staff Educational Reimbursement Policy

Control Information

Control Item	Details
Owner/Curator	BCS Board Secretary/BCS Administrator
Policy #	0032
Supersedes	None
File Location	www.bethanycharter.org
Board approval date	May 7, 2007

Revision History

Revision	Date	Revision Description	Originator
	March 2007	Initial Draft	K. Buchheit

1.0 Reimbursement Amount

The BCS Board will establish an educational reimbursement amount for each fiscal year. This amount will be dispersed among all BCS staff who submit reimbursement requests between October 1st and October 31st each fiscal year. Disbursement will take place in November each fiscal year.

Available money will be pooled and dispersed equally according to the number of staff members submitting requests and the number of requests received. Reimbursement will not exceed pool amount set aside in budget each fiscal year.

2.0 Tuition Reimbursement Requirements

- a. Credits taken must meet at least 1 (one) of the following:
 1. Be a required course for teaching certification or certification advancement.
 2. Assist to further BCS's mission
- b. Reimbursement requests must be submitted in writing and include:
 1. What course/credits taken
 2. Date(s) course/credits taken
 3. Where course/credits taken
 4. Grade received for course/credits - must have passed.
 5. Cost of tuition for course/credits taken
- c. Reimbursement requests need to be submitted between October 1st and October 31st following when course/credit taken.
- d. To submit a request, must be both a current BCS employee and a BCS employee when course/credit taken.