# 1215: Staff Tuition Reimbursement Policy

I. Purpose:

a. Providence Creek Academy strives to support the educational advancement of its faculty and staff. By doing so, PCA hopes to enhance student learning through highly qualified faculty and staff.

II. Definitions:

a. Full-Time Staff: A salaried staff member of Providence Creek Academy that is scheduled to work at least 7.5 hours per day for a minimum of 185 days per fiscal year.
b. Eligible Coursework: Coursework that counts toward a degree program from a State of Delaware accredited Institute of Higher Education. For teaching staff, eligible coursework may be determined by License and Certification regulations and guidelines. For other staff, this will be reviewed on a case-by-case basis by the Head of School
    i. This does not include any supplemental fees relating to the coursework, including registration, lab fees, etc.
c. Successful Completion: An employee must receive a grade of "A" or "B", including plusses or minuses, to be eligible for tuition reimbursement. Any coursework receiving a grade lower than a B- will not be eligible for tuition reimbursement. In cases when a program does not use letter grades, exceptions based on passing standards (for example, course is Pass/Fail but passing is at least a B/80%) may be approved by the Head of School.
d. Institution of Higher Education (IHE): A college, university or other Post-Secondary Institution that offers courses, Programs of Courses, or Degrees as defined in Delaware Administrative Code Title 14.
e. Fiscal Year: July 1st to June 30th

III. Policy Statement:

a. Providence Creek Academy will announce the budget for Staff Tuition Reimbursement at least once annually for the upcoming fiscal year.
b. Full-time employees of PCA are eligible to receive tuition reimbursement by obtaining prior approval of the Head of School or designee. PCA will only consider reimbursements for credits obtained through IHEs that are accredited and approved by the Delaware Department of Education.
    i. Employees who are on any form of extended leave, including but not limited to Paid Parental Leave, FMLA, Short-Term Disability (STD), or other approved extended leave, are not eligible for tuition reimbursement until they return to work full-time from their leave.

ii. Employees who have been placed on an improvement plan or coaching plan are also not eligible for tuition reimbursement until they have successfully completed their improvement or coaching plan.

c. Employees must successfully complete a course in order to receive tuition reimbursement. Additionally, employee's tuition reimbursement is at the discretion of the Board of Directors and may change during the course of a class.
d. Employees must complete applicable forms and comply with applicable procedures while applying for Tuition Reimbursement. An application for reimbursement does not guarantee reimbursement for eligible coursework.
e. PCA reserves the right to limit the acceptance and/or funding of applications based on the needs of the school and applications received.
f. If an employee receives grant funding for coursework, PCA will consider the remaining tuition amount not covered by the grant for tuition reimbursement.
g. If an employee is eligible for applicable state grants but fails to complete the necessary processes to obtain the grants, such as SEED or High Needs, PCA will reduce the tuition reimbursement amount by the amount the employee would have received if the applicable state grant was received.
h. Reimbursements must be requested following all required procedures with all required paperwork submitted within 90 days of course completion or by June 7th of the fiscal year in which the course was completed, whichever comes first.
i. Employees must submit an Official Transcript to receive a reimbursement.
    i. The Head of School reserves the right to waive the official transcript requirement should it not be available by June 7th. In this case, an unofficial transcript or letter stating the employee's final grade from the professor may be accepted. The employee must provide the official transcript once it is available. If the employee fails to provide the official transcript, the employee will not be eligible for additional tuition reimbursement.
j. By receiving a Staff Tuition Reimbursement, employees are committing to work at Providence Creek Academy for three (3) years from the date which tuition was reimbursed. If an employee leaves prior to this time, they will be required to repay the following portions of all tuition reimbursement paid by Providence Creek Academy during the three (3) years preceding the employment termination:

| Number of Months of Service from Reimbursement Date | Reimbursement Required from Employee to PCA |
|---|---|
| 0 – 12 Months | 100% |
| 13 – 24 Months | 66% |
| 25 – 36 Months | 33% |

k. PCA reserves the right to limit course requests based on the school's priorities.
l. Nothing in this policy alters an employee's at-will employment status or guarantees an employee's employment for a specified period of time.
m. In accordance with Delaware Code, PCA will set a maximum tuition reimbursement amount of $5,250 per calendar year. Should this amount increase in Delaware Code, PCA will defer to Delaware Code for the updated amount.

IV. Responsibility:

a. It is recommended that employees submit applicable forms and applications for Staff Tuition Reimbursement to Human Resources at least 30 days prior to the course start date. Additional applications may be submitted on a rolling basis.
b. Failure to comply with the processes and policies by the employee may result in revoking of the reimbursement.
c. It is the responsibility of the Providence Creek Academy Board of Directors to approve the Tuition Reimbursement budget at least once annually.
d. The Human Resources Department, or designee, is responsible for announcing the availability of funds and any applicable timeframes not listed above.
e. If any conflict should arise, the Staff Tuition Reimbursement Policy will supersede other information provided.
f. The employee shall be solely responsible for any tax obligations arising from the payment of tuition reimbursement.

V. Related Policies:

a. None

VI. Related Procedures and Documents:

a. Tuition Reimbursement Agreement
b. Staff Tuition Reimbursement Procedure
c. State of Delaware OMB Payroll Compliance

Approval and Revision Dates:

APPROVED BY THE BOARD OF DIRECTORS JANUARY 26, 2021
REVISED AND APPROVED BY THE BOARD OF DIRECTORS OCTOBER 27, 2022
REVISION APPROVED BY THE BOARD OF DIRECTORS OCTOBER 26, 2026