

## PRACTICES & PROCEDURES

Name:	Owner/Dept:	Reference
<b>Tuition Reimbursement</b>	<b>People Services</b>	<b>PS – 111</b>
<b>Effective 01/01/2023</b>		

### 1. PURPOSE

National Heritage Academies (NHA) recognizes that the skills and knowledge of its employees are critical to the success of the organization. NHA encourages employees to continue their education in subjects and fields related to their current and future NHA job responsibilities. NHA offers tuition reimbursement to encourage employees to improve job-related skills and meet professional development requirements to achieve certification.

### 2. POLICY

#### Eligibility

- 2.1 All full-time employees who are regularly scheduled to work 35 or more hours per week are eligible for reimbursement.
- 2.2 Employees must be employed full time with NHA from the date the course starts to the date the class ends.
- 2.3 Attendance at courses does not constitute hours worked for regular pay or overtime purposes.
- 2.4 Employees on a performance improvement plan at the time of tuition reimbursement processing are not eligible for tuition reimbursement.

#### Course Requirements

- 2.5 NHA will reimburse employees for courses taken at an accredited college or university that go toward a teaching certification, a higher teaching degree, or a degree in education leadership. NHA will also reimburse employees who are gaining expertise in other subject areas related to teaching (e.g., science, math, language arts, etc.) for which they are taking courses. NHA Service Center employees will be reimbursed for degrees that are job related.
- 2.6 NHA will reimburse employees for courses taken for any valid alternative certification program.
- 2.7 People Services has the sole discretion to determine whether a course or degree relates to an employee's current job duties and can deny reimbursement based on this determination. NHA will not reimburse school employees who are earning a degree in a non-teaching field such as a nursing or law degree. NHA may, in its discretion, approve non-educational courses or degrees, such as a business degree, for secretaries and administrators.

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2.8 Pre-approval is not necessary. However, if an employee is concerned whether a particular course is reimbursable, People Services should be contacted for more information prior to starting the course.

2.9 People Services reserves the right to ask for more information on courses the employee has enrolled in (e.g. course description).

Reimbursement Amount

2.10 NHA will reimburse up to a \$1,000 in each calendar year if a grade of “B” or better is obtained in the course. If the accredited college or university does not grade the course on an “A” through “F” basis, it is within NHA’s discretion to determine if the grade received is equivalent to a “B” or better. Any class discounts or grants awarded will be taken into account and adjusted on final amount due.

2.11 NHA reserves the right to interpret a university’s course when determining tuition reimbursement amounts. These may also be pre-approved as stated in Section 2.8.

2.12 Tuition reimbursement policy is on a calendar year basis.

2.13 Alternative certification programs will be reimbursed based on the statement date submitted.

2.14 NHA reimburses deans 100% of the tuition cost, up to \$6,000 per calendar year. All other employees are reimbursed 100% of the tuition cost, up to \$1,000 in each calendar year.

2.14.1 If an employee moves into or out of a dean role (excluding interim dean roles) during the duration of the course submitted for reimbursement, they will be reimbursed at the dean rate.

2.15 NHA does not reimburse transcript fees, test preparation fees, admission testing fees, placement fees, course waiver or challenge fees, book costs, travel costs (i.e. transportation, housing, meal, etc.) parking fees, tutoring fees, deferred tuition fees, late fees, student activity fees, student union fees, student service fees, petition fees, recreation fees, health coverage costs, dissertation or thesis typing, development or foundation fees, institution fees, alumni fees and any other non-tuition related fees.

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- 2.16 Once a course has been completed, submit your request for reimbursement through Tuition IO. NHA reserves the right to deny tuition reimbursement if request for reimbursement and proper paperwork is not turned in within nine (9) months after the course has ended.
- 2.17 For Deans, according to federal law, tuition reimbursement amounts paid in excess of \$5,250 in a single calendar year must be included as income and are subject to withholding taxes. Any amounts will be included on your W-2.

### 3 APPLICABILITY

- 3.1 This policy applies to all schools and the NHA Service Center.

### 4. RESPONSIBILITY

- 4.1 People Services is responsible for implementing and managing the Tuition Reimbursement Program and Policy.
- 4.2 People Services is responsible for verifying and entering tuition reimbursement data for payment.
- 4.3 The NHA payroll department is responsible for processing the tuition reimbursement payments which are included in the employees' paychecks.
- 4.4 Principals and managers are responsible for understanding the requirements, procedures and limits of the program.
- 4.5 Participating employees are responsible for understanding the requirements, procedures and limits of the program.