


# HOWARD GARDNER MULTIPLE INTELLIGENCE CHARTER SCHOOL

	Employee	EE17-1201
	Tuition Reimbursement	ADOPTED DATE: December 19, 2017 REVISED DATE: February 20, 2024

After completion of one year of service, full-time employees are eligible to participate in the School’s tuition reimbursement program for college credit courses. Course work must be offered by an accredited institution of higher education and directly related to the employee’s position at the School.

Employees must submit their request to participate via their supervisor at least one month before the start of the course. Final approval of requests will be made by the CEO. Should requests exceed available funds, priority will be given to teachers pursuing Level II certification.

Upon successful completion of coursework and submission of evidence of final course grade(s) of B or better, along with proof of tuition payment, employees will be reimbursed at a rate up to \$350 per credit. Reimbursement is limited to a maximum of six credits per employee per fiscal year.

Policy Revision Effective: July 1, 2021