Downingtown Area School District
Tuition Reimbursement Guidelines for DAEA Staff

Tuition Reimbursement Calculation:

\[
\text{Tuition Cost} \times 75\% \times \text{Employment} = \text{Amount Reimbursed}
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Tuition Reimbursement Guidelines:

Graduate level coursework must be applicable and relevant to your current position in order to be eligible for tuition reimbursement.

College credit courses must be offered through an accredited college or university.

You are limited to (12) credits per fiscal year for reimbursement (July 1 – June 30).

Credits are charged to the fiscal year in which they are submitted for reimbursement, regardless of when the course was completed.

You have one year from the course completion date to submit a request for tuition reimbursement.

Online courses must be pre-approved before they will be eligible for reimbursement. Any course which does not meet face to face is considered online. Send form to cdandrea@dasd.org.

A grade of “B” or better is required for tuition reimbursement.

Reimbursement is for tuition cost only – additional fees charged by the college/university are not eligible for reimbursement.

Coursework leading to principal or superintendent certification will not be reimbursed.

The completed tuition reimbursement form, proof of payment showing cost of tuition and proof of grade received are required when requesting reimbursement. Send all documents to cdandrea@dasd.org.

Tuition Reimbursement Payment Schedule:

Tuition reimbursement requests for “Bachelor’s Plus” credits are paid monthly. Courses leading to Level II Certification and/or a 1st Master’s Degree will be paid following Human Resource approval and submission to the Business Office for payment and within 45 days of receipt of completed forms.

Tuition reimbursement requests for “Master’s Plus” credits are paid annually. They will be held in the order they are received and reviewed for payment at the end of the District’s fiscal year, pending the availability of funds per the DAEA Professional Agreement. Once determined eligible, “Master’s Plus” tuition reimbursement requests will be processed and paid at the end of the month of July.

Tuition reimbursements for courses taken during Sabbatical or other leaves will be eligible for payment once the employee returns to work.

Direct Deposit for employee expenses (including tuition reimbursement) is available through NVoicePay. Click here for the form and instructions on how to set up direct deposit for tuition reimbursement. This is separate from your payroll direct deposit.

Please visit EAC to verify your Continuing Education information and to remain current on your Tuition Reimbursement records.