

## **Lane County Education Association Tuition Reimbursement Funds**

There are two ways that employees can obtain tuition assistance:

1. *Reduced Fee Tuition Vouchers.* All staff members, regardless of assignment, may apply for these vouchers by contacting the administrative assistant in the Special Education department. Vouchers are good at all OUS institutions. You must acquire the vouchers prior to registering for a course.
2. *Tuition Reimbursement.* Funds for tuition reimbursement are provided to LCEA members under the following guidelines stated in the current LESD/LCEA Agreement.

### ***Tuition Reimbursement Guidelines***

Article XVII, Salaries and Wages, Section I, Tuition Reimbursement (p. 30):

The District will provide a maximum of \$4,000 per year to be used by bargaining unit members for tuition reimbursement. Tuition reimbursement may be used to earn credits to renew license (or certificate) which the employee is required to maintain for their current position or to complete course work encouraged by management not normally paid for by the District. The District will not be charged more than the rate in effect at the University of Oregon at the time the employee commences his/her course work. A Tuition Reimbursement Committee, comprised of Bargaining unit members, will be appointed to determine criteria and process for reimbursement.

### ***Process and Criteria***

Since the available funds are limited, the committee has established a reimbursement limit of \$500 per person per school year. Applications must be received by October 15<sup>th</sup>, January 15<sup>th</sup>, or April 15<sup>th</sup> to be considered during the associated review period (i.e., in November, February, or May, respectively). As a precaution, before you pay for the class, confirm its relevance to your professional development with the committee. (Do this by email so that you have the opinion in writing.)

If all funds have not been disbursed by May 15<sup>th</sup>, then those persons who have already received \$500 in the current school year may apply for an additional \$500. The deadline for that application is June 21<sup>st</sup>. Summer classes are considered as part of the subsequent fall term.

The applicant must satisfy the following criteria to qualify for tuition reimbursement:

1. The applicant must be a current member of the LCEA bargaining unit.
2. The course work must either be for: a) earning credits to renew a license (or other certificate) that the employee is required to maintain for their current position; OR b) completing course work encouraged by management not normally paid for by the District.
3. The reimbursement form must be filled out completely and accurately.
4. The registration receipts for total tuition costs must be submitted with the application.

Proof of course completion will be required at the end of the term. Any tuition refunded to the applicant must be repaid to Lane ESD.

## Lane ESD and LCEA Request for Tuition Reimbursement Funds

LCEA Member Name \_\_\_\_\_

Work Site \_\_\_\_\_

Name of Class \_\_\_\_\_

Date and Location \_\_\_\_\_

Registration Cost (receipt required): \$ \_\_\_\_\_

Was this course part of your license renewal course work? If so, please describe.

\_\_\_\_\_  
\_\_\_\_\_

Were you encouraged by management to take a course not normally paid for by the District? If so, which manager encouraged you to take the course and why were you encouraged to do so?

\_\_\_\_\_  
\_\_\_\_\_

Please tell us how this class will enhance your current or future position with Lane ESD.

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Member Signature

\_\_\_\_\_  
Date of Request

To receive reimbursement, please submit this completed form with registration receipt to:

LCEA/LESD TUITION REIMBURSEMENT COMMITTEE  
ATTN: Tracy Mansfield  
Lane ESD, 1200 Hwy 99N, Eugene, OR 97402

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Committee Use Only

\_\_\_\_\_  
Committee Signature

\_\_\_\_\_  
Date Received

Approved: YES NO

Amount Approved: \_\_\_\_\_

Comment: