

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:

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 a 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. A Tuition Reimbursement Committee, comprised of Bargaining unit members, will be appointed to determine criteria and process for reimbursement.

Process and Criteria

The committee has established a reimbursement limit of \$500 per person per school year. Applications must be received no later than April 15th to be considered for reimbursement during the associated school year. Summer classes are treated as part of the *following* school year. Before you pay for the class, we recommend that you confirm its relevance to your professional development with the committee, which will also confirm that the course is provided by an institution with accreditation recognized by LCEA and Lane ESD. (Get this confirmation by email so that you have this opinion in writing.)

If all funds have not been disbursed by May 15th, then those persons who have already received \$500 in the current school year may apply for an additional \$500 (up to the limit of the total amount paid for tuition). The deadline for that application is June 21st.

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. (Management must confirm that this tuition would not otherwise be paid for by the District, such as with professional development funds.)
3. The reimbursement form must be filled out completely and accurately.
4. Your manager's signature is required before submission to the reimbursement committee processor.
5. 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 associated term. Any tuition refunded to the applicant must be repaid to Lane ESD.

Lane ESD and LCEA Request for Tuition Reimbursement Funds

Member Name	
Work Site	
Name of Class(es)	
Date and Location	
Tuition Cost (\$)	

Describe this course:

If management encouraged you to take the course, describe who and why:

Describe how this course will enhance your current or future position with Lane ESD:

Confirmation that management would not otherwise pay for this course:

Manager Signature:

Confirmation that all of the above information is correct:

Member Signature:	Request Date:
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To receive reimbursement, please submit this completed form with registration receipt to:

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

Applications must be received by April 15th for reimbursement during the associated school year. (Summer classes are treated as part of the following school year.) If all funds have not been disbursed by May 15th, then those persons who have already received \$500 for the current year may submit an application for a maximum of an additional \$500. Any such funds will be divided across those second submissions in proportion with the remaining needs. The deadline for that second application is June 21st. Proof of course completion will be required at the end of the term. Any reimbursed tuition that is refunded to the applicant must be repaid to Lane ESD.

Committee Use Only	
Date Received	
Approved Amount	
Committee Signature	
Explanation, if not approved	
Comments	