D. Tuition Reimbursement

1. The committee will pay the total cost of tuition reimbursement for a course or courses the Committee requests a teacher to take.

2. The committee will pay the reasonable expenses (including fees, meals, lodging, and/or transportation) incurred by teachers who attend workshops, seminars, conferences, or other professional improvement sessions at the request of the Superintendent.

3. The committee agrees to allocate a minimum of twenty thousand dollars ($20,000) from the professional development budgeted allocation for tuition reimbursement for bargaining unit members who are not otherwise eligible under Section D. The Superintendent and the Association will abide by the mutually developed procedure for the distribution of these funds.

4. When seeking tuition reimbursement, a teacher must submit three items to the RTA's Tuition Reimbursement Committee:
   a. A letter requesting reimbursement that states the number of courses and the number of credits or PDP's (Professional Development Points) for each course.
   b. A college transcript stating the course and the grade received.
   c. Proof of payment for the course. Please highlight the amount paid.

5. Teachers will be entitled to reimbursement of the full tuition cost, not to exceed the current state college per credit (or twenty-two point five (22.5) PDPs) tuition rate (Spring 2018 = one hundred forty dollars ($140) per credit: Salem State University), for course credits or PDPs satisfactorily attained from an accredited college or university during the twelve-month period preceding May 31, of any one year. The amount reimbursed shall not exceed the amount requested.
   a. Teachers shall be reimbursed for their first three college credits, and if there are funds left, the second three college credits, then the third three college credits, and so on until all funds are allocated. In the event the funds approved for the first three credits exceed the tuition reimbursement allocation, the funds available shall be distributed by apportioning the funds for teacher's first three credits.
   b. The formula to be used is as follows: the numerator is the amount of the funds available for tuition reimbursement and the denominator is the total amount of the approved credits submitted by the teachers. If the funds available are insufficient for the second three credits and any subsequent credits, they shall be apportioned in a similar manner.
c. In the event that all available monies are not disbursed for college and/or university credit, the remaining funds will be reimbursed to teachers for the cost of earning PDPs and/or CEUs through participation in workshops, seminars, or courses, as well as for attendance at conferences that are offered by MA DESE, any school district, an educational collaborative, or a provider that is registered with ESE through the same process as utilized for course credit tuition reimbursement.

Reimbursement in this situation will only be allowed for the activities listed above that are deemed to have a direct positive impact on the educator’s professional practice in their present assignment with the school district, as mutually agreed to by both the Superintendent and the Tuition Reimbursement Committee. This decision will be non-grievable.

d. Reimbursement for courses shall be distributed in a June payroll. Those seeking reimbursement should submit all required paperwork to the RTA Tuition reimbursement committee by the third Monday in May prior to the end of the school year.