

### Advanced Collegiate Study

College tuition costs associated with a licensed employee's pursuit of an advanced degree in the field of education shall be eligible for partial or full reimbursement pursuant to these regulations. For the purposes of this policy, an "advanced degree" is defined as a master's degree, a sixth-year degree, or a doctoral degree awarded by an accredited college or university upon the completion of a prescribed course of study. Additionally, college tuition costs associated with the pursuit of advanced or expanded professional licensure by the North Carolina State Board of Education shall be eligible for reimbursement pursuant to these regulations, provided that such course work is completed as a part of an approved individual licensure plan on file in the personnel office.

1. All tuition reimbursements are contingent upon the availability of funds appropriated for this purpose within the annual operating budget of the school district.
2. The Superintendent or designee shall establish tuition reimbursement categories and rates based on the availability of funds appropriated for this purpose within the annual operating budget of the school district, the current level of demand for reimbursements, and consideration of the school system's need for training and certification in high need areas. Current tuition reimbursement categories and rates shall be available upon request in the personnel office.
3. Completed tuition reimbursement request forms must be submitted to the personnel office during the reimbursement cycle during which the expenses are incurred, and must include appropriate documentation. Appropriated documentation shall include, at a minimum, an itemized receipt indicating the amount of tuition paid, a grade report for the academic term, and a professional development activity approval number.

### Candidacy for Certification by the National Board for Professional Teaching Standards

All or part of the costs associated with the contracted production of professional video segments as part of the certification process adopted by the National Board for Professional Teaching Standards (NBPTS) shall be eligible for payment pursuant to these regulations.

1. All payments for the contracted production of NBPTS video segments are contingent upon the availability of funds appropriated for this purpose within the annual operating budget of the school district.
2. The Superintendent or designee shall negotiate and establish payment rates for the contracted production of NBPTS video segments annually.

- ~~3. Costs incurred through make-up shoots, re-shoots, and/or alternate production of NBPTS video segments shall be the responsibility of the employee, and are not subject to payment by Transylvania County Schools except in the case of official resubmission to NBPTS pursuant to its candidacy guidelines.~~
- ~~4. In the event that a candidate for certification does not fully complete the NBPTS assessment process, then the employee shall repay to Transylvania County Schools any NBPTS video production costs paid by the school district. Such repayment should be made upon the employee's withdrawal from candidacy, but not later than the last business day of the fiscal year during which the employee withdraws from the NBPTS certification process.~~

### **Repayment Upon Separation from Employment**

~~In the event that an employee separates from employment with Transylvania County Schools within three (3) calendar years of the district's most recent payment of tuition costs associated with the employee's pursuit of a degree or licensure program, then the employee shall be responsible for the full repayment of all such costs paid by the school district.~~

~~In the event that an employee separates from employment with Transylvania County Schools within one (1) calendar year of the district's most recent payment of video production costs associated with the employee's pursuit of NBPTS certification, then the employee shall be responsible for the full repayment of all such costs paid by the school district.~~

~~The Superintendent or designee shall coordinate specific arrangements for repayment with the employee, including a payment schedule and installment amounts if applicable.~~

### **Employee Notification**

~~Employees shall be notified of these terms and regulations in writing prior to payment or reimbursement of costs by the school district.~~

APPROVED BY BOARD  
AND EFFECTIVE 3/1/93  
REVISED 3/21/05