SPECTRUM HIGH SCHOOL
GRADES 6-12

17796 Industrial Circle NW ■ Elk River, MN 55330
Phone: 763-241-8703 ■ Fax: 763-633-1380
www.spectrumhighschool.org

Employee Tuition Reimbursement

Board Approved: November 21, 2019
Board Amended: July 23, 2020, December 17, 2020, June 23, 2022

Policy Number: 312

Spectrum may provide tuition reimbursement for successful completion of college credit hours earned toward a post graduate degree or certification in a *high need area for Spectrum. A reimbursement of up to $550 per college credit (or actual cost – whichever is less) shall be granted to all eligible employees according to the provisions below.

1. All full time (not less than 30 hours per week) Spectrum employees having worked for the district for one full school year are eligible.

2. Only credits directly related to the employee's assignment, certification, and/or employment area of high need for the school shall be applicable for tuition reimbursement.

3. *High need are credits needed in order to teach certain C@SH courses at Spectrum or another area of high need as determined by the Executive Director. Not all C@SH courses will qualify.

4. All coursework for which reimbursement is being requested must be pre-approved by the Executive Director prior to the employee beginning the class. Approval of a course does not guarantee approval of all future courses necessary to complete a degree/program/ certification.

5. A maximum of nine (9) credits will be reimbursed per fiscal year (July 1 through June 30).

6. Courses must be from an accredited educational institution (i.e., college or university).

7. Reimbursement will be made for tuition only, excluding the cost of books, materials, and/or fees.

8. Participants must receive at least a "B" in a post graduate course in order to receive reimbursement. Audited courses are not reimbursable.

9. A transcript and proof of tuition payment are required for tuition reimbursement.

10. The employee must seek free or low-cost courses that achieve the intended purpose and provide documentation when requesting approval.

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11. All applicable documentation must be submitted to the Human Resource Manager within the fiscal year that the course was completed. Payment must have been made by June 30.

12. Employees receiving tuition reimbursement must agree in writing to reimburse the district for the amount(s) received the prior fiscal year if the employee does not remain employed with the district for the entire next school year or applicable contract/agreement year after receiving the reimbursement.

13. Approval for an employee to proceed with coursework and/or receive reimbursement are not a guarantee of future employment.

14. Tuition reimbursement will be allocated only as funds are available, based on school needs.

In the event policies adopted by the School are in conflict with then applicable Minnesota law, the provisions of the law will apply.