

Teachers pursuing permanent certification in their tenure area or additional certification in shortage areas are eligible under Section 49 of the RCSD-RTA Contract for tuition reimbursement.

Process for Teacher Tuition Reimbursement

1. Teachers must email an application to CIT office **30 days before the class starts**. Applications are at the CIT Website, (www.rcsdk12.org/CIT) or teachers can request that the forms be emailed directly by contacting Kay Cordello (kay.cordello@rcsdk12.org).
2. Please note that applications cannot be processed if all the information is not completed on the form.
3. Approximately 3 weeks after the application is reviewed, the CIT office emails a letter indicating whether or not the application has been approved.
4. The teacher takes and successfully completes the class (C or better).
5. The teacher emails a copy of his/her grade, and the **itemized** college bill that shows the amount that the teacher paid for the tuition. The bill must be itemized; no reimbursement is provided for books, fees, parking, etc. Typically, the grade and itemized bill can be downloaded from the college website.
6. The CIT office processes the information and sends the required form to the necessary departments.
7. The Payroll Department generates a check according to the payroll schedule. Teachers will be “reimbursed at not less than the lowest rate for comparable course offering(s) at an area college or university” (RCSD-RTA Contract, Section 49.3.e). Please note that any amount over \$5250 received in a calendar year (January-December) is taxable.

PLEASE NOTE: ALL DOCUMENTS MUST BE SUBMITTED

ELECTRONICALLY TO kay.cordello@rcsdk12.org. This will allow you to have proof of sending the items. It is also helpful if you use the “Return Receipt” feature of your email. It is also important to complete all the information on the form. Failure to do so slows down the process because extensive communication then becomes necessary to obtain the missing information. If you have any questions, don’t hesitate to contact Kay Cordello at kay.cordello@rcsdk12.org .

Important Information that Applies to Part-Time Teachers, Contract Substitutes, and Teachers who are Laid Off at the End of the School Year:

After receiving an approval letter for any summer coursework, please note that reimbursement will not be made unless you are re-hired by the RCSD. At that time, you should submit the information listed in #5 above.