

## Tuition Reimbursement OR Salary Credit

**Summary:** You are eligible for Tuition Reimbursement (MPS pays for a portion of tuition) OR Salary Credit (increase in pay for additional education) after completing graduate level coursework. **You must submit a PARF to Human Resources requesting Tuition Reimbursement OR Salary Credit BEFORE the course begins.** *You will find the entire District Policy on this subject at GCBA-R.*

### 1. TUITION REIMBURSEMENT:

- Tuition Reimbursement may be obtained by the successful completion of graduate courses offered by accredited universities, colleges, community colleges, accredited trade or professional schools, or district in-service courses.
- Tuition Reimbursement for college/university courses will equal 30% of total tuition or \$45.00 per credit hour, whichever is more. Tuition Reimbursement of \$15.00 per credit/unit is issued for district in-service courses.
- A PARF requesting Tuition Reimbursement must be submitted to Human Resources **BEFORE** the course start date that includes the following:
  - ⇒ Name of educational institution
  - ⇒ Title and number of course
  - ⇒ Start and end dates
  - ⇒ Number of credit hours
- Before any Tuition Reimbursement is issued, verification of a passing grade in the form of an official transcript and a copy of the paid tuition receipt must be provided and filed with the Director – Certificated Personnel.
  - ⇒ Verification must be provided by June 30 of each year for coursework taken in the Fall and Spring semesters.
  - ⇒ Verification must be provided within 60 days of class completion for coursework taken during the summer sessions.

### 2. SALARY CREDIT:

- Salary Credit may be granted by the successful completion of graduate courses offered by accredited universities, colleges, community colleges, accredited trade or professional schools, or district in-service courses.
- A PARF requesting Salary Credit must be submitted to Human Resources **BEFORE** the course start date that includes the following:
  - ⇒ Name of educational institution
  - ⇒ Title and number of course
  - ⇒ Start and end dates
  - ⇒ Number of credit hours
- Once you have earned enough graduate level courses (or degree) to move on the salary schedule, you must submit **official transcripts** to Human Resources.
  - ⇒ Coursework must be completed by September 1 and official transcripts must be received in Human Resources by December 1 for movement on the salary schedule to occur that school year.

**Additional Information:** Please review the Employee Handbook for a summary of Tuition Reimbursement and Salary Credit guidelines and/or refer to the Professional Development Opportunities Notebook for details. *You will find the entire District Policy on this subject at GCBA-R.*

## Tuition Reimbursement AND Salary Credit

**Summary:** You are eligible for Tuition Reimbursement (MPS pays for a portion of tuition) AND Salary Credit (increase in pay for additional education) in the two instances outlined below. **You must submit a Tuition Reimbursement PARF to Human Resources requesting Tuition Reimbursement AND Salary Credit BEFORE the course begins. A separate PARF for Salary Credit is not needed in these instances only.** *You will find the entire District Policy on this subject at GCBA-R.*

### 1. ESL OR BILINGUAL ENDORSEMENT:

- Both Tuition Reimbursement and Salary Credit are available for all the required endorsement courses (21 credit hours for coursework and 6 credit hours of a second/foreign language course) for MPS teachers. **Only PARF endorsement courses for Tuition Reimbursement. Salary Credit will automatically be applied for your ESL or Bilingual endorsement classes.** If currently pursuing an M.S. degree in another field/area and these required endorsement courses are not part of the approved course of study for the degree, the ESL courses can be taken and counted beyond the M.S. degree. All Tuition Reimbursement and Salary Credit guidelines must be followed for compensation.
- Teachers with a full ESL or Bilingual endorsement (not provisional) on their Arizona certificate will receive a one-time only \$1,200 stipend (coursework must be completed by September 1 and the Arizona certificate with the ESL endorsement must be submitted to HR prior to December 1).
- For every year a teacher teaches in a Sheltered English Immersion (SEI) classroom with an ESL endorsement (verified by the principal and ELAD), the teacher will receive an \$800 stipend. Teachers cannot receive both the \$1200 one-time only stipend and the \$800 stipend for teaching in a designated SEI classroom in the same school year.

### 2. READING SPECIALIST ENDORSEMENT:

Both Tuition Reimbursement and Salary Credit are available to (K-12) certified teachers for all the required endorsement courses (12 credit hours for coursework and a 3 credit hour elective course offered by Mesa Community College). **Only PARF endorsement courses for tuition reimbursement. Salary Credit will automatically be applied for your ESL or Bilingual endorsement classes.** All Tuition Reimbursement and Salary Credit guidelines must be followed for compensation.

**Additional Information:** For information specific to the endorsement programs, contact Professional Development at 20387. For information specific to PARFing courses to receive both Tuition Reimbursement and Salary Credit, contact Human Resources at 20408. *You will find the entire District Policy on this subject at GCBA-R.*