

District Tuition Reimbursement Plan

Within budgetary restraints, it is the policy of the Central Linn School District to provide constructive opportunities for all staff members to enrich their employment qualifications as an employee of the district in the form of a tuition reimbursement plan. The Plan is outlined as follows:

1. The tuition plan will be limited to a pool set by the Superintendent.
2. The Education Plan must be approved by the Superintendent and deemed mutually beneficial for the employee and the District.
3. Employee enrolls in class(s).
4. Employee submits invoice to accounts payable at district office.
5. The District will pay institution directly. The District will pay for each class once; multiple attempts would be paid by the employee.
6. This Plan does not include the cost of books or materials.
7. Completion of courses with acceptable grades must be accomplished for continued eligibility in program. A grade report will be submitted to the Superintendent.
8. Employee will sign an loan agreement with the District for any funds at 0% interest and payable in four (4) years from the time the District pays the invoice or when the employee ceases to be employed by the district whichever comes first.
9. On the yearly anniversary of the promissory note, assuring continued employment by the District, 25% of the note will be forgiven.