

# Belmont Public Schools

## Graduate Credit and Tuition Reimbursement Process

The School Committee supports the graduate study of Belmont Public Schools Teachers. Funds are set aside in the budget to reimburse teachers who choose to take district sponsored courses that are highly recommended as well as other graduate level courses from accredited degree granting institutions. Content of all coursework shall be within the parameters of the requirements for state certification.

The following guidelines must be followed and deadlines must be met in order to qualify for Graduate Credit or Tuition Reimbursement:

### Overview:

- The maximum amount of tuition reimbursement for Unit A and Unit D members is stated within the Professional Development article of the Unit A and Unit D contractual agreements.
- Reimbursement for courses that are considered “highly recommended” by the District will occur twice a year, in December and in June. All other reimbursements will be made once during each fiscal year in June.
- In order to receive reimbursement, all supporting documents must be uploaded to the Frontline Professional Development system NO LATER THAN June 1st. Approved courses that end after the June 1st deadline will be reimbursed in the next fiscal year.
- Courses that are considered highly recommended by the District will be reimbursed first.
- If all of the claims for tuition reimbursement for courses (which are not highly recommended) exceed the allocated remaining budget, each teacher will receive a prorated amount for their reimbursement claim.

### Before you begin the Course:

A Graduate Credit/Tuition Reimbursement Pre-Approval Form must be submitted for approval through the Frontline Professional Development Application. [Click here for step by step instructions on how to submit the Pre-Approval form through Frontline and how to upload necessary documents.](#) Or, visit the Staff >> Professional Development page on the BPS website to access the step by step instructions.

The Graduate Credit and Tuition Reimbursement for has two approval steps:

1. Initial pre-approval of the course by the Assistant Superintendent.
2. Final approval for reimbursement and/or approval of credits with uploaded proof of payment and transcripts for graduate credits earned.

### Upon Course Completion:

- Teachers requesting tuition reimbursement must upload their proof of payment and a transcript or grade report by June 1st
- Content of all coursework shall be within the parameters of the requirements for state certification.
- Teachers new to the district need to complete a W-9 form so that tuition reimbursement can be processed. [Click here to access the W-9 form online.](#) Please submit only the first page of the form to the Human Resources Department.