



**CAREER DEVELOPMENT FUND PROGRAM
CRITERIA FOR TUITION REIMBURSEMENT
JANUARY 2021 THROUGH DECEMBER 2021**

1. Appointed Secretaries, School Operations Officers, Paraprofessionals, Non-Teaching Assistants, Teachers who need to be re-certified (only for teachers who do not hold a Level 2 certification), and the Para-Technical Unit Members.
2. Must take college level courses at an accredited college or university. Video or correspondence courses will not be approved for reimbursement. Induction credits are not eligible for reimbursement.
3. Must secure grades for college credit (“C” or above or “Pass” with qualifying statement of average or course status) as evidence of successful completion.
4. Collegiate grants or approved stipends granted by the collegiate institution will be deducted.
5. Fees incurred for advanced credits granted by a university are not reimbursable. The program reimburses only for actual courses taken and completed during the academic time of Spring 2021 through Fall 2021 with a passing grade of “C” or better.
6. No payment is made for a transcript evaluation, books, and other fees charged by the university.
7. Practicum or field experience must be taken outside of applicant’s regular working hours unless on approved leave of absence or sabbatical leave.