

**General Personnel****Administrative Procedure – Professional Improvement/Education Support Staff**

1. Educational Support Personnel receiving a grade of "B" or higher in job-related courses, approved by the Superintendent or his/her designee, shall be reimbursed 75% of the tuition and regular fee charges.
2. However, in no instance shall this reimbursement exceed 75% of tuition and fees charged by SIU-E for the same number of semester or equivalent quarter hours.
3. Courses for which reimbursement is expected must be taken in institutions accredited by the North Central Association of Secondary Schools and Colleges, or an equivalent accrediting agency.
4. It is strongly recommended that no more than one course be taken at any one time during the school year. If two or more courses are taken concurrently during the fiscal year, only 75% of the allowable percentage will be paid.
5. The total number of reimbursable hours in any one year shall not exceed sixteen (16) semester hours or twenty-four (24) quarter hours. The year is to be determined by the fiscal year of the School District which is July 1 through June 30. The date of course completion shall determine the year in which credit is to be counted
6. No payment will be made for any courses taken for which the individual is receiving financial aid, such as scholarships or federal grants.
7. Approval of the Superintendent of Schools or his/her designee must be obtained prior to enrollment in a course for which compensation is desired. Notification of such enrollment shall be given the administration within one week of the date of enrollment.
8. Requests for compensation of a completed course shall be made within twelve weeks after the closing date of a quarter or semester.

Adopted: 8/28/90

Reviewed: 11/9/93, 3/26/96, 9/25/07