



## Binghamton City School District Personnel Office

### TUITION REIMBURSEMENT POLICIES FOR TEACHERS

If you are taking courses that are relevant to your job, you are eligible for tuition reimbursement. All requests must be accompanied by an official transcript showing the *completed* courses you are requesting reimbursement for. Courses must be completed during the current school year (Summer 2019 through Summer 2020 for BTA).

You have two reimbursement options. You must first use the Teachers of Tomorrow Grant (TOT), if you are eligible. Any courses not eligible through TOT may be turned in under the BTA option.

#### **Teachers of Tomorrow Grant**

*If you have Permanent or Professional certification, in any area, you are not eligible for this grant.* If you are working toward Permanent or Professional certification for the first time, you may be eligible to turn in 3 courses per year for 2 years. You will be reimbursed at the rate of \$700 per course, for a maximum of \$2100 per year or \$4200 over 2 years. **To apply, please use forms entitled “TOT application” and “TOT contract”.**

All requests and transcripts must be submitted no later than May 30<sup>th</sup> for courses completed between June 2019 and May 2020. Reimbursement checks are usually issued in July.

#### **BTA Tuition Reimbursement**

*Any courses that are not eligible under the Teachers of Tomorrow Grant,* may be turned in under this option. According to the BTA contract, \$87,500 is set aside annually for this purpose. You will be reimbursed up to \$100 per credit hour as long as money is available. **To apply, please use forms entitled “BTA Tuition Reimbursement application” and “BTA TR tax form”.**

All requests and transcripts must be submitted no later than July 30<sup>th</sup> for courses completed between June 1, 2019 and July 31, 2020, that have not previously been submitted for reimbursement through TOT or BTA. Reimbursement money is issued by September 30<sup>th</sup>.

### GRADUATE HOUR INCREASES

Please keep in mind that you may also be eligible for a graduate hour increase for anything you have not previously been credited for. You will receive \$100 added to your salary for every 6 credit hours earned beyond your Bachelor’s degree. If you complete your Master’s degree, \$250 will be added to your salary. If you earn your Doctorate degree, \$400 will be added to your salary. The request must be accompanied by an official transcript. Graduate hour increases will only be applied to your pay in September or February. **To apply, please submit the form entitled “Teacher Salary Increase Request”.**



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