

Lake County School District 7

Code: **CCCB**
Adopted: 11/28/05
Readopted: 12/13/10
Orig. Code(s): CCCB

Administrator Tuition Reimbursement

It is the policy of the Board to encourage its administrative personnel to continue their education and upgrade the skills related to their assigned responsibilities.

Tuition reimbursement for administrators will be governed in accordance with the following requirements:

1. **Requests:** Requests for tuition reimbursement shall be submitted to the superintendent prior to the start of the course(s) for review as to appropriate content and approval. The Board shall review and approve any such request by the superintendent;
2. **Scheduling:** Courses must be scheduled at times which will not conflict or interfere with regular duties or other assigned responsibilities;
3. **Contract Fulfillment Plan:** Often appropriate courses are available only during an administrator's contract year. If enrollment or participation in any requested course would require absence from the district during regular administrative contract days, the administrator shall submit a written plan proposing how the regular duties, assigned responsibilities and contract days will be fulfilled. Prior to the start of the course, the principal's plan shall be reviewed and discussed with the superintendent. When approved, the plan will be communicated to the board of directors. Prior to the start of a course for the superintendent, the Board shall review and discuss the plan with the superintendent.
4. **Amount:** The amount of reimbursement will be limited to the actual cost of tuition per unit of credit not to exceed the highest Oregon State University system rate. No more than 12 credits per year shall be approved for reimbursement;
5. **Reimbursement:** Reimbursement will be made when the administrator presents a request and can show proof of successful completion of the course(s) through an official college transcript. In order to be reimbursed for courses held during the spring or summer, the administrator must return to the district for the ensuing contract year.

END OF POLICY

Legal Reference(s):

[ORS 332.107](#)