

# 6 Steps to Get Approved for Tuition Reimbursement

Many districts offer tuition reimbursement as an employee benefit. The details and requirements vary, but you can usually find information in your district's contract for collective bargaining agreement. If you're not sure, ask! Tuition reimbursement may allow you to take coursework for less (or no!) money out of your own pocket and also climb the salary schedule.

- 1 Find out if your district offers tuition reimbursement.**

The first step is to find out if your district offers reimbursement for continuing education or graduate coursework. Read your district's contract or collective bargaining agreement. Talk to colleagues. Ask your building principal who is in charge of continuing education and tuition reimbursement.
- 2 Understand the details.**

Once you confirm your district offers tuition reimbursement, figure out all the details. Is there a pool of money? How many credits will your district pay for each year? When is the deadline to apply for tuition reimbursement? What are the requirements for subject area, accreditation, or credit level?
- 3 Determine the coursework you want to take.**

Be intentional about the coursework you submit. How will this course benefit your students and the district? How will you apply what you learn to your teaching? What courses will directly impact requirements from the district (district initiatives, PLCs, SLOs, or state/local standards)? If there's a pool of money and the administration needs to select the most impactful option, make sure yours is at the top of the list!
- 4 File paperwork carefully and include all required documentation.**

Take your time when you fill out the required paperwork. Include all the information your district needs to make a decision. The paperwork is your opportunity to showcase why the course is a good investment for your district.
- 5 Follow up with a personal note.**

Don't underestimate the power of a personal note—handwritten or via email. Thank the administrator or department for their consideration and let them know how excited you are for the opportunity. Again, this is a way to set yourself apart from other submissions!
- 6 Show the district administration what you learned at the end of the course!**

Showcase your learning so your administration sees the impact of their investment. This may help you get approved for reimbursement again in the future and shows the value of the program for all educators!