

Denver Public Schools
Professional Compensation System for Teachers
ProComp

TUITION REIMBURSEMENT PROPOSAL AND REQUEST FORM

EMPLOYEE: *Before Starting Course Work, complete all of Steps 1 and 2.*

1 Employee Name: _____ Employee #: _____
 Title*: _____ Course Dates: _____
(Course of study must be approved in advance of beginning course work)
 Educational Institution / Provider: _____
** Course syllabus or description must be attached for evaluation and approval purposes.*

COST ESTIMATE	Proposed
Tuition / Registration: \$ _____	<i>(CHECK ONE)</i> <input type="checkbox"/> Higher Education <input type="checkbox"/> Conference / Seminar <input type="checkbox"/> Workshop
DPS Fees _____	
Books: _____	
TOTAL: \$ _____	

Course work supports my:
(CHECK ONE) Current assignment of _____
 Proposed assignment of _____

2 Approved
 Disapproved (REASON): _____
 Principal/Supervisor: _____ Date: _____

EMPLOYEE: *When Steps 1 & 2 are done, retain this form until individual class or course work is complete.
 When the class or course work is complete, then move to Step 3 for final approval signature.*

EMPLOYEE: *After completion of individual class or course work, get final approval signature in Step 3.*

3 **REIMBURSEMENT APPROVAL** - Attach **receipt** and **transcript** (or other evidence of course cost and satisfactory completion).
 Principal/Supervisor: _____ Date: _____

EMPLOYEE: *Then submit all documents Payment Services*

4 <<< **FOR OFFICE USE ONLY** >>>
 Receipt and Transcript → Date Submitted to Payroll _____
 Amount of Tuition Reimbursement → Paid \$ _____
 \$1,000 available per employee → Balance \$ _____
 Authorized Payroll Approval: _____ Date: _____

Tuition Reimbursement

Teachers use the same pot of money for both Tuition Reimbursement and Student Loan Reimbursement.

Eligibility

- You must be actively enrolled in ProComp and must have a status of active with benefits (AB), Active with J1 Visa-no PERA (AV), active retired (AR), leave with pay (LP), leave summer pay/benefits (LR), or FMLA leave (LF) or Leave with full pay J1 Visa-No PERA (LV) at the time of accrual, submission, and payout in order to receive payment for this incentive.
 - Exception: If passing the language proficiency exam before hire is a requirement of the position, the cost to take the designated proficiency exam one time may be accrued prior to the date of hire. Reimbursement is effective when 100% of the exam is passed and follows the status rules above.
- Prior to beginning any coursework, you complete the top half of the [Tuition Reimbursement Request Form](#) . Your Principal or supervisor must review and approve the coursework before you can begin your studies.
- Reimbursement will be approved only for classes, coursework, workshops, etc. you take after your ProComp enrollment effective date.
- Grades must be a grade of D or above, Pass or Satisfactory.
- Reimbursable Expenses:
 - Courses taken at an accredited university or college or nationally associated institutions
 - Graduate level courses
 - Continuing education courses, seminars, workshops, conferences
 - Books for classes
 - National Board Certification (NBPTS) fees (not \$69 registration fee) are reimbursable after you receive your certification.
 - Classes to prepare a teacher for the National Board Certification (NBPTS).
- Not Reimbursable:
 - Test fees (except SLP if all parts passed).
 - Application fees for tests or the \$69 registration for the National Board (NBPTS).
 - Theology courses.
 - Fees paid to private tutors.
 - Self Study courses except for those with an objective method to demonstrate proficiency like an exam.
 - Teacher must document method to demonstrate proficiency on the Tuition Reimbursement Form.
 - Principal or manager must approve method to determine proficiency.

- Need a satisfactory score on the lowest common level of proficiency demonstrated across the skill areas (for languages - listening, reading, writing, speaking). Teacher can repeat assessment multiple times
- Submit a dated receipt showing expense incurred. Reimbursement request must be made by the end of the contract year after the teacher incurred the cost for the self study.
- Reimbursed for cost of self study course
- Teacher must pay for the cost of test. One attempt may be reimbursed upon successful completion.

How to Receive Payment

- You must complete the course or receive credit for the course.
- You must be actively enrolled in ProComp and must have a status of active with benefits (AB), Active with J1 Visa-no PERA (AV), active retired (AR), leave with pay (LP), leave summer pay/benefits (LR), or FMLA leave (LF) or Leave with full pay J1 Visa-No PERA (LV) at time of payout to in order to receive payment.
- Payment Amount: You can receive a maximum of \$1000 per contract year or \$4000 lifetime educational reimbursement whether it is tuition, student loan reimbursement or a combination of both
- To start the process, the employee e-mails Payroll@dpsk12.org or faxes the [Tuition Reimbursement Request Form](#) , signed by the Principal or supervisor, to Payroll &

Business Services at 720-423-1519 , including the documentation below:

- For courses taken at a college or university, include proof of accreditation, transcripts/grade report, and paid receipt/verification of payment.
- For courses not taken at a college or university, include proof of nationally associated institution and paid receipt/verification of payment.
- When the course is an inservice within DPS, an email receipt of personal check is sufficient if the email is from the Director or Manager of the Department that provided the training.
- Employees who submit completed paperwork and documentation by the payroll deadline (currently the 10th of the month) will be paid on the end of the month paycheck. If you miss the payroll deadline, you will be paid the following month, provided you are still in an eligible status at the time of payout.
- Employees may submit more than one reimbursement request.
- Tuition reimbursement payments are not considered taxable income and will not appear on the W-2.