

Lane County Education Association Tuition Reimbursement Funds

There are two ways that employees can obtain tuition assistance:

1. *Reduced Fee Tuition Vouchers.* All staff members, regardless of assignment, may apply for these vouchers by contacting the administrative assistant in the Special Education department. Vouchers are good at all OUS institutions. You must acquire the vouchers prior to registering for a course.
2. *Tuition Reimbursement.* Funds for tuition reimbursement are provided to LCEA members under the following guidelines stated in the current LESD/LCEA Agreement.

Tuition Reimbursement Guidelines

LESD/LCEA Collective Bargaining Agreement

Article XVII Salaries and Wages Section I: Tuition Reimbursement (page 29)

“The District will provide a maximum of \$2,000 per year to be used by association members for tuition reimbursement. Tuition reimbursement may be used to earn credits to renew license (or certificate) that the employee is required to maintain for their current position or to complete course work encouraged by management not normally paid for by the District. The District will not be charged more than the rate in effect at the University of Oregon at the time the employee commences his/her course work. A Tuition Reimbursement Committee, comprised of Association members, will be appointed to determine criteria and process for reimbursement.”

LCEA has added \$3,000 to the tuition reimbursement funds to make the maximum \$5,000. The reimbursement limit, per claim, has also been increased from \$250 to \$500.

Process and Criteria

Since the funds available are limited, the committee has put a \$500/person reimbursement limit per school year. Applications will be reviewed three times each year: December, February and May. Applications must be received by November 15th, February 15th, or April 15th to be considered for review during the review period.

If all funds have not been disbursed by May 1st, then those who made a prior reimbursement request may submit an additional one. The final day to submit a request for the school year is June 21st.

In order to qualify for tuition reimbursement, the following criteria need to be met by the LCEA member applying for funds:

1. Applicant must be a current member of the LCEA bargaining unit.
2. Coursework must be (1) to earn credits to renew license (or certificate) that the employee is required to maintain for their current position OR (2) to complete course work encouraged by management not normally paid for by the District.
3. Reimbursement form must be filled out completely and accurately.
4. Registration receipts for total tuition costs must be submitted.

Lane ESD and LCEA Request for Tuition Reimbursement Funds

LCEA Member Name _____

Work Site _____

Name of Class _____

Date and Location _____

Registration Cost (receipt required): \$ _____

Was this course was part of your license renewal course work? If so, please describe.

Were you encouraged by management to take a course not normally paid for by the District? If so, which manager encouraged you to take the course and why were you encouraged to do so?

Please tell us how this class will enhance your current or future position with Lane ESD.

Member Signature

Date of Request

To receive reimbursement, please submit this completed form with registration receipt to:

LCEA/LESD TUITION REIMBURSEMENT COMMITTEE
Alison Gillespie or Danny Cleland
Lane ESD, 1200 Hwy 99 N, Eugene, OR 97402

Applications will be reviewed three times each year: December, February and May. Applications must be received by November 15th, February 15th, or April 15th to be considered for review during the review period.

Committee Use Only

Committee Signature

Date Received

Approved: YES NO

Amount Approved: _____

Comment: