

<u>Section G:</u> Human Resources	Knox County Board of Education Policy		
	Descriptor Term:	Descriptor Code:	Issued:
	Tuition Assistance Program	G-320	12/07
		Reviewed:	Revised:
	3/17	5/08	

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2 Knox County Schools supports employees who wish to take coursework that is relevant to the employee
3 seeking certification and/or additional endorsement in an approved critical needs subject area. In keeping
4 with this philosophy, Knox County Schools has established a tuition assistance program for expenses
5 incurred through approved institutions of learning.
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7 Full-time regular employee, certificated or non-certificated, employed with Knox County Schools three
8 (3) years or more, will be eligible for participation in the tuition program as long as the courses lead to
9 certification or endorsement in an approved critical needs subject area as determined by the Executive
10 Director of Human Resources.
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12 To be eligible, employees must be employed by the Knox County Board of Education, both at the
13 beginning of the course, the end of the course and at the time of reimbursement.
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15 Knox County Schools will reimburse up to a maximum of \$1,200.00 per course or \$2,400.00 per
16 academic school year for tuition expenses incurred by an employee for continuing education through an
17 accredited program. The employee must secure a minimum passing grade of a "B" or its equivalent to
18 receive a reimbursement. Expenses must be validated by receipts and a copy of the final grade or
19 transcript.
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21 This program presents a tuition benefit opportunity for Knox County Board of Education employees.
22 Employees receiving the benefit and obtaining additional certification(s) or endorsement(s) are required to
23 teach a minimum of three (3) years in the subject area for which the employee received the tuition
24 assistance. Should the employee resign or otherwise voluntarily leave employment with the Knox County
25 Board of Education prior to completion of his/her program of coursework, the tuition assistance benefit
26 ends and all tuition assistance funds accepted by the employee up to that point must be repaid. If the
27 employee resigns or otherwise voluntarily leaves employment with the Knox County Board of Education
28 within three (3) years or less from the date of completion of his/her coursework and his/her receipt of
29 additional certification or endorsement, repayment of all tuition assistance shall be required of the
30 employee. If the Board is unable to offer the employee a position in the area of the newly obtained
31 licensure, the employee shall not be required to repay the tuition assistance funds.
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33 If funds are not sufficient for all requests, a determination for tuition assistance will be based on the
34 school system's critical needs.
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36 The procedures and application are broad guidelines developed by Knox County Schools Human
37 Resources Department to assist with implementation and organizational decisions. The procedures
38 detailed therein are an attempt to address how the program guidelines should be applied. It is not possible
39 to address every situation or circumstance under these guidelines; therefore, the administration reserves
40 the right to make decisions regarding this benefit on a case by case basis.
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Knox County Schools will make every effort to ensure that all employees are treated fairly and equitably. Please contact the Human Resources Department regarding any questions about the Tuition Assistance Program.