



STRIDE ACADEMY TUITION ASSISTANCE

I. Explanation of Program

STRIDE Academy wishes to support staff members who also wish to continue their education to secure increased responsibility and growth within their professional careers. In keeping with this philosophy, the school has established a reimbursement program for tuition expenses incurred for the purposes of completing classes in an approved area of study, taken from approved learning institutions. If you are a full-time staff member and have been asked to pursue a degree or have been reassigned to a different teaching subject, you may be eligible to participate in this program.

For purposes of this program: “approved area of study” means course work in the field of education or a related field that contributes to or enhances your work as an educator; “approved institution” means any accredited community college, state college, public university, or private university in Minnesota that offers a degree program in the field of education.

STRIDE Academy will reimburse up to a maximum of \$10,000 for tuition expenses incurred by an employee for continuing their education that results in a degree, certification, or licensure. You must secure a passing grade of “C” or its equivalent, or obtain certification or provide a reasonable explanation for a lower grade (as approved by the Executive Director), to receive any reimbursement. Receipts must validate expenses, and a copy of the final transcript grade card or certification must be presented to show the degree, certification, or licensure received.

Enrollment in the Educational Assistance Program means the employee agrees to work for STRIDE Academy for a minimum of five years following completion of the degree, certification, or licensure. STRIDE will reimburse the employee an amount equal to 20% of the approved amount at the end of each year during such five-year period, provided that STRIDE will reimburse all remaining amounts if the teacher’s employment with STRIDE is ended before the completion of the five-year period due to (a) a reduction in force or layoff conducted by STRIDE Academy. If the employee’s contract is not renewed, or the employee voluntarily leaves employment with the organization, the employee forfeits any future reimbursement during the 5-year period. If the employee is terminated for gross misconduct, the employee forfeits undisbursed reimbursements, and the employee must return and previously received reimbursements.

II. Procedures

To receive tuition reimbursement, a STRIDE Academy employee must follow the procedures listed here:

1. A written request, including the college/university or program information, classes required, and costs, must be provided to the Executive Director before enrollment using the provided STRIDE Academy Tuition Assistance Request Form.
2. Upon written approval of the Executive Director, the employee may enroll in the approved certification/degree program.
3. After completion of the certification/degree, the employee should resubmit the original requests, along with receipts and evidence of a passing grade or certification attached.
4. The Executive Director will then coordinate the reimbursement with the payroll department at the rate of 20% per year for 5 years.

If you have any questions or comments, you should be directed to the Executive Director.

III. Tuition Assistance Request Form

Program/Participant Information:

Name of STRIDE Academy Employee: _____

College/ University: _____

Program/Degree/Certificate: _____

Required Classes (List or Attach for Reference): _____

Tuition Assistance Requested Cost: _____

Requested by:

Employee

Date

Initial Program Approval:

Executive Director

Date

IV. Tuition Reimbursement Terms and Conditions:

Initial in agreement with the following terms and conditions:

____ I agree to teach for STRIDE Academy for a minimum of five years after completing the degree, certification, or licensure.

____ I understand that STRIDE will reimburse me for the amount equal to 20% of the approved amount at the end of each year during the five-year period after completion.

____ I understand that STRIDE will reimburse all remaining amounts if the teacher’s employment with STRIDE is ended before the completion of the five-year period due to a reduction in force or layoff conducted by STRIDE Academy.

____ I understand that if I voluntarily leave employment with STRIDE Academy, the employee forfeits any future reimbursement during the 5-year period.

____ I understand that If the employee is terminated for gross misconduct, the employee forfeits undisbursed reimbursements, and the employee must return any previously received reimbursements.

____ I understand that Academy will reimburse up to a maximum of \$10,000 for tuition expenses incurred for continuing my education that results in a degree, certification, or licensure.

____ I acknowledge I must secure a passing grade of “C” or its equivalent, or obtain certification or provide a reasonable explanation for a lower grade (as approved by the Executive Director), to receive any reimbursement.

____ I understand that receipts must validate expenses, and a copy of the final transcript grade card or certification must be presented to show the degree, certification, or licensure received to begin reimbursement

V. Entirety of Agreement.

The terms and conditions set forth herein constitute the entire agreement between the parties and supersede any communications or previous agreements with respect to the subject matter of this Agreement. There are no written or oral understandings directly or indirectly related to this Agreement that are not set forth herein. No change can be made to this Agreement other than in writing and signed by both parties.

Employee

Executive Director

Date

Date

