



Tuition Reimbursement for Faculty and Staff

The school will reimburse faculty and staff for tuition costs, books, and required fees when the following conditions exist:

- a. The course of study leads to certification, a higher degree, or to satisfaction of SACS/SAIS requirements for teaching out of field.
- b. The course work is approved in advance by the principal or department head.
- c. The faculty or staff member has contracted to return to The Lovett School for the following year. Should the faculty or staff member fail to return for the next academic year, funds extended by the school after January 1 are to be repaid in full by the employee.
- d. The total amount of funds reimbursed to a faculty or staff member in any one year cannot exceed \$1500.00.
- e. The faculty or staff member is a full-time or part-time Lovett employee who qualifies for benefits.

Note: Should the faculty or staff member fail to complete the course of study, the funds extended by the school are to be repaid in full. **A record of completed work should be sent to the Academic Dean.**

Employee Name: _____

College/University: _____

Dates of Study: _____

Title(s) of Courses(s): _____

Total Tuition Fees: _____

Receipts for tuition and book fees must be attached to this form for reimbursement.

Purpose of Study: _____

(certification, degree, etc.)

Employee Signature

Date

Principal/Department Head Signature

Date

Academic Dean Signature

Date

Please return completed form to Randy Murphy in the Headmaster's Office.