Tuition Reimbursement Policy

Policy Number: 4207

I. Purpose

Summit Academy Schools ("Summit Academy") believes that both the institution and its students benefit when employees enhance their knowledge and skills. Obtaining additional education can improve teaching effectiveness and professional competence. Therefore, Summit Academy seeks to establish the conditions under which it will reimburse employees for tuition expenses incurred in pursuit of further education that enhances their ability to serve the school and its students.

II. Policy

Summit Academy may reimburse tuition for employees under the following conditions:

A. Employment Tenure

The employee must have been employed by Summit Academy for at least one (1) year.

B. Course Relevance:

Tuition must be for courses that are either:

a. **Job-related**, meaning the course enhances the employee's current job performance, increases relevant knowledge and skills, or helps the employee stay current with developments in their field; or

b. Part of a **degree program** that is job-related.

C. Accreditation

Courses must be taken at:

a. A fully accredited Utah college or university; or

b. An institution approved by the Utah State Board of Education.

D. Credit or Non-Credit Courses

Courses may be taken for credit or non-credit, subject to approval during the application process.

E. Scheduling

Except under unusual circumstances and with prior approval from the Executive Director or their designee, courses must be taken outside of regularly scheduled work hours.

F. Pre-Approval Requirement

Reimbursement will only be provided if the employee:

a. Obtains prior written approval from the Executive Director or their designee; and

b. Enters into a written agreement (attached to this policy).

c. Approval must be obtained at least thirty (30) days before the course start date.

d. Reimbursement is at the sole discretion of the Executive Director or their designee. Priority will be given to courses or degrees pursued at the request of the Executive Director or their designee.

G. Reimbursement Amount

The amount reimbursed shall not exceed the lesser of:

a. 80% of the employee's tuition costs; or
b. $7,000 per employee per school year.
c. Final reimbursement amounts are at the sole discretion of the Executive Director.

H. Annual Budget Cap

Total tuition reimbursement from the school's annual budget shall not exceed $30,000. The Executive Director or their designee will coordinate with employees to schedule reimbursements in accordance with this cap.

I. Proof of Completion

Reimbursement will be issued only after the employee:

a. Submits evidence of course completion with a grade of B or better;
b. Provides an itemized tuition receipt; and
c. When applicable, passes any required Praxis exams.

J. Service Commitment

In exchange for tuition reimbursement, the employee agrees to remain employed at Summit Academy for a minimum of three (3) years from the date of the last reimbursement payment.

a. If the employee leaves before completing the three-year commitment, they must repay the reimbursed tuition on a pro-rata basis:
    i. Less than 1 year: 100% repayment
    ii. 1 to <2 years: 2/3 repayment
    iii. 2 to <3 years: 1/3 repayment
b. No repayment is required after three (3) years of service.
c. This obligation is in addition to any terms outlined in the employee's employment agreement.

K. Exceptions

Requests for exceptions to the reimbursement limits in Sections 7 and 8 may be submitted to the Board for approval. If approved, the employee's written agreement will be modified accordingly.

a. Federal, state, and grant programs with reimbursement requirements outside the scope of internal thresholds will be documented in Summit Academy commitments and prioritized for compliance.

L. Licensure Coursework Timeline

Employees approved for tuition reimbursement to obtain a teaching license must complete all required coursework within four (4) school years. Failure to complete the coursework and pass all required Praxis exams within this timeframe will result in full repayment of all reimbursed tuition.

a. Repayment Terms:
    i. Repayment must be made within six (6) months after the four (4) year timeline or when the employee discontinues the program unless otherwise agreed upon in writing.
    ii. The repayment obligation applies regardless of the employee's continued employment status**.**

III. Resources

N/A

IV. Attachments

Tuition Reimbursement Application

V. Revision History and Approval Date

Original Approval Date: June 18, 2025

Version 1: October 16, 2025: Updates to Section 2(L) about repayment terms. Updates to formatting.

Version 2: June 18, 2026: Updates to Section K and Update to Formatting.