



# Long Valley Charter School

*A Non-Profit Public Benefit Corporation*

## Employee Education Assistance Policy

Approved by: LVCS Board of Directors

Adopted: 10/13/2022

Policy #: 1013

### Purpose

Long Valley Charter School (the “School”) is a nonprofit public benefit corporation and operates two individual charter schools: Long Valley School and Thompson Peak Charter School. This policy applies to both schools equally. This policy addresses efforts to support staff in furthering their education in ways that benefit the employee and the School.

### Eligibility

This policy applies to full-time employees of Long Valley Charter School who have completed three months of employment. College coursework is limited to courses that either offer growth in an area related to the employee’s position or, in the case of classified staff, leads to a certificated position. The Executive Director/ Superintendent will provide final determination of eligibility of the coursework.

The school offers a maximum of \$1,500 per semester (\$3,000 maximum per year) for tuition, books, and fees at the start of the course; the school prefers to pay the educational institution directly, but will reimburse the employee if needed. In exchange for the assistance, the employee will be asked to sign an agreement for continued service at a rate of ½ of a year for every year of assistance provided. A prorated refund will be required in the event of voluntary resignation. This benefit is offered to eligible employees on a nondiscriminatory basis.

### Procedures

To receive educational expense assistance, employees should follow the procedures listed below:

- Prior to the start of any coursework and annually thereafter, the employee must submit a FAFSA to determine if tuition and fee assistance is available through state or federal programs. Evidence of application is required.
- Using the employee education assistance form, submit the request for coursework and fees. It is necessary to provide a registration document/ detailed invoice showing the coursework to be taken and a catalog description of each course.
- In no situation will the School provide financial assistance that exceeds the college invoice.
- Once the course is successfully completed, the employee must provide evidence of a grade of “C” or better, Pass in a Pass/Fail course, or Credit in a Credit/No Credit course. If the student’s grade is below this standard, the School will not provide assistance for another attempt of the course.