

MILFORD SCHOOL DISTRICT
Milford, Delaware 19963

POLICY

4329

COURSE REIMBURSEMENT: SECRETARIES

The Milford Board of Education will reimburse secretaries for college courses taken and satisfactorily completed. The following definitions shall apply to this program:

1. Reimbursement shall be at the Del Tech tuition rate per credit in effect at the time the course is taken, or less if the exact cost of the course is less than the Del Tech rate.
2. This policy limits the number of credit hours eligible for reimbursement to ten (10) pre-approved credit hours per fiscal year (July 1 to June 30.)
3. Credits subsidized by any other agency are not eligible for reimbursement under the provisions of this program.
4. All courses for which reimbursement is to be requested must receive prior approval from the Director of Operations.
5. Approvable courses shall be those which are a part of a planned secretarial program or those which will directly result in improvement of the particular secretary's performance.
6. Eligibility for participation in this program is limited to those secretaries who are employed by the Milford School District at the time of reimbursement.
7. Reimbursement will be made for only those credit hour costs incurred for courses that have been "completed" and for which a "C" or better grade has been earned.