



## Upland Unified School District Tuition Reimbursement Program *Frequently Asked Questions*

**What is the Upland Unified School District Tuition Reimbursement Program?** The UUSD Tuition Reimbursement Program is for ANY current employee who:

- Wants to seek earning a credential or an advanced degree
- Is admitted into a California Commission of Teacher Credentialing (CTC) approved teacher or administrative credential or certification program in any of the following areas:
  - special education
  - speech language pathology
  - school psychology
  - occupational therapy
  - math
  - science
  - bilingual education
  - leadership

### **How much of the tuition is reimbursed?**

Approved applicants will be reimbursed after paying tuition fees for the entire degree credential program. The program must be completed within an agreed upon timeframe. The tuition reimbursement from UUSD will not exceed the actual cost of the program. The District will reimburse:

- Up to **\$5,000** for an employee earning his/her first credential or certification
- Up to **\$10,000** for an employee who has at least three (3) years general education teaching experience and is earning a second credential in Special Education or certification for speech, school psychology, or occupational therapy, or a Masters degree in a core content area.

### **What areas of study are reimbursed through the Tuition Reimbursement Program?**

Currently the areas of high need that fall under the Tuition Reimbursement Program are special education, math, science. Tuition reimbursement is applicable toward tuition costs for semester/quarter credits earned from courses that are approved by CTC for the following:

- Preliminary Mild/Moderate or Moderate/Severe Education Specialist Credential
- Preliminary Single Subject Credential in Math
- Preliminary Single Subject Credential in Science
- Intern Credential for Special Education, Math, Science, Multiple Subject/BCLAD
- Certification for Speech Language Pathology and/or Speech Language Pathology Assistant
- Certification for School Psychology or Occupational Therapy
- Masters in math or science

### **Who qualifies for the Tuition Reimbursement Program?**

Current employees who are formally admitted into a California Commission of Teacher Credentialing approved credential or certification program are eligible to apply. Qualified applicants include current interns and classified staff seeking a first-time credential and current general education teachers seeking to add another credential. Substitute teachers who have worked in UUSD for at least two (3) years may also be eligible.

**How will program participants be reimbursed?**

Approved participants will be reimbursed upon successful completion of the credential program. Once credential is completed, the participant will submit verification of earned credential along with receipts for tuition paid for the credential program, up to a total of \$10,000, and will receive reimbursement as one lump sum payment.

**What are the terms of the program?**

For each participant who receives reimbursement through the Tuition Reimbursement Program, the required term of employment with UUSD shall be no less than four (4) years after credential has been earned. Failure to complete the required period of employment will result in an obligation to repay UUSD for all reimbursed tuition. Years served as an intern, pre-intern, or working under any credential other than the one earned qualifying for the Tuition Reimbursement Program do not qualify as years toward the term of the program.

**What happens if I am unable to fulfill the four (4) year employment term?**

If the four (4) year teaching requirement after the credential is earned is not fulfilled, all tuition reimbursement made to the participant must be paid back to UUSD. The term of repayment shall be no longer than half the length of time served in the teaching assignment. For example, if after earning a credential, the participant serves for two years, s/he will have no longer than one year to repay the amount owed back to the district. Once the participant earns her/his credential and serves for four years in a teaching position beyond the date of the credential, no repayment is required.

**How do I apply?**

Eligible applicants are encouraged to complete the UUSD Tuition Reimbursement Application, which may be found online at <https://www.upland.k12.ca.us/> under Human Resources. The application process is competitive, and UUSD reserves the right to limit the number of participants based on available funding. All required documents must be submitted in order to be considered:

- ☐ Completed Application
- ☐ Letter of Statement from applicant indicating why she/he should be selected and her/his plans for the future
- ☐ Two (2) Letters of Recommendation consisting of:
  - One letter from a current/recent supervisor
  - One letter from someone in the educational field
- ☐ Confirmation of acceptance in a CTC-approved teacher credentialing program
- ☐ Resume

**Where do I submit my application materials?**

Human Resources - Upland Unified School District  
390 N. Euclid Avenue Upland, CA 91786

# Upland Unified School District Tuition Reimbursement Program Application

Name: \_\_\_\_\_ Current UUSD Employee: Y N  
First M.I.

Original Date of Hire with UUSD: \_\_\_\_ / \_\_\_\_ Current position with UUSD: \_\_\_\_\_  
Month Year

Mailing Address: \_\_\_\_\_  
Street or P.O. Box City State Zip Code

Cell/Home Phone: (\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

Credential/Certification Program: \_\_\_\_\_ Dates to Attend: \_\_\_\_ / \_\_\_\_ to \_\_\_\_ / \_\_\_\_  
Month Year Month Year

## Teaching credential or area of certification:

- ☐ Preliminary Mild/Moderate Education Specialist Credential
- ☐ Preliminary Moderate/Severe Education Specialist Credential
- ☐ Preliminary Single Subject Credential in Math
- ☐ Preliminary Single Subject Credential in Science
- ☐ Preliminary Multiple Subject/BCLAD
- ☐ Speech Language Pathology (or Assistant)
- ☐ School psychology
- ☐ Occupational Therapy

## Intern credential for:

- ☐ Special Education – Mild/Mod
- ☐ Special Education – Mod/Severe
- ☐ Single Subject Math
- ☐ Single Subject Science
- ☐ Multiple Subject/BCLAD

## Eligibility Requirements

Applicant for the Tuition Reimbursement Program must be a current employee, a college graduate having already earned an accredited bachelor's degree, and be admitted into a California Commission on Teacher Credentialing (CTC) approved teacher credentialing or certification program while a UUSD employee) in any of the above areas. Applicants meeting the aforementioned criteria will be eligible without regard to race, ethnicity, national origin, religion, gender, sexual orientation or disability.

- ☐ This is my first credential/certification. (Eligible for up to \$5,000)
- ☐ This is an additional credential/certification. (Eligible for up to \$10,000)

My primary credential/certification is \_\_\_\_\_

My years of teaching experience are \_\_\_\_\_

## Application Process

The application process is competitive, and UUSD reserves the right to limit the number of participants. All required documents must be submitted to be considered:

- ☐ Completed Application
- ☐ Letter of Statement from applicant indicating why she/he should be selected and her/his plans for the future
- ☐ Two (2) Letters of Recommendation consisting of:
  - One letter from a current/recent supervisor
  - One letter from someone in the educational field
- ☐ Confirmation of acceptance in a CTC-approved credential or certification program
- ☐ Resume

## Commitment Statement:

My signature below indicates my agreement to teach or provide services for the Unified Unified School District for at

least four (4) years after receiving a Preliminary or Level 1 credential from the California Commission of Teacher Credentialing (CCTC) or SLP/SLPA certification. My signature below indicates that I agree to the following:

Approved applicants shall be reimbursed after paying tuition fees for the entire credential program. The credentialing program must be completed within three (3) years of enrolling in the program. The tuition reimbursement from UUSD is not to exceed the actual cost of the credentialing or certification program or \$5,000, whichever is less, for first credentials. For general education teachers with three (3) or more years of successful experience, the tuition reimbursement from UUSD is not to exceed the actual cost of the credentialing or certification program or \$10,000, whichever is less. Participants will submit tuition receipts and verification of completion of credential or certification to be eligible for reimbursement. Accepting the tuition reimbursement means that the applicant understands and agrees to fulfill her/his responsibilities to UUSD. The expected term of employment with UUSD once credential or certification is earned and tuition reimbursement accepted shall be no less than four (4) years. Years served prior to earning credential or certification do not qualify as years for the terms of this program. \_\_\_\_\_ Initials

Failure to complete the minimum expected period of employment as stated above will result in the participant's requirement to repay UUSD for all tuition reimbursement received. The term of repayment shall be no longer than one year. \_\_\_\_\_ Initials

I certify that the foregoing information, answers, and attached documents are true, complete and correct. I understand that any misrepresentation or omission of material facts are cause for rejection of application, removal from the eligibility list, and immediate removal from the tuition reimbursement program. \_\_\_\_\_ Initials

I hereby authorize the Upland Unified School District to investigate all statements contained on this application.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

I hereby acknowledge that I am aware and supportive of above employee's intent to earn a teaching credential or additional certification in a high-needs area.

\_\_\_\_\_  
Signature of Principal/Supervisor

\_\_\_\_\_  
Date

Submit all application materials noted above to:  
Human Resources - 390 North Euclid Avenue Upland, CA 91784

After the application and supporting documents have been reviewed by Human Resources and Business Services, those applicants selected and approved to participate in the Tuition Reimbursement Program will be notified.

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## Human Resources Office Use Only

☐ **Approved** for a reimbursement to cover actual tuition costs of a credentialing program not to exceed \$5000 or \$10,000 Circle one  
if program completed by \_\_\_\_\_, or within 3 years of beginning the program, and upon submission of  
month/year  
receipts for tuition in a teacher credential or certification program that began in the fall of 2022 or later. ☐

**Not approved** for the following reason(s): \_\_\_\_\_

\_\_\_\_\_  
Assistant Superintendent of Human Resources

\_\_\_\_\_  
Date

\_\_\_\_\_  
Assistant Superintendent of Educational Services

\_\_\_\_\_  
Date

\_\_\_\_\_  
Assistant Superintendent of Business Services

\_\_\_\_\_  
Date