

Education in The Unorganized Territories

Tuition Reimbursement Policy

Subject to availability of funds, department employees may receive approval for financial assistance for continuing education. Payment of approved expenditures will occur on a reimbursement basis upon documented evidence of satisfactory completion approved course (s).

Eligibility:

In order to qualify, the employee must have:

- Attained permanent, full-time status and been employed by the department at least one year at the time of completion of the approved educational course
- Achieved a satisfactory performance rating, as recorded on the most recent performance appraisal, and not been subject to discipline within the past three years

Courses must be taken at accredited post-secondary schools and may be available for financial assistance providing that one of the following applies:

- The course is a core requirement of a specific degree program to which the department employee has been accepted, is directly related to the department employee's current job or career advancement opportunity in state service in his or her field and is documented in the department employee's annual performance evaluation.
- The course is an elective course required to complete a degree program to which the department employee has been accepted, the course content is directly related to the department employee's current job or career advancement opportunity in state service in his or her current field and is documented in the department employee's annual performance evaluation.
- The course is not part of a specific degree program to which the department employee has been accepted, but the course content relates directly to the department employee's current job or career advancement opportunity in state service in his or her current field and is documented in the department employee's annual performance evaluation.

Employees will be reimbursed for the cost of one course plus related fees per semester, and not to exceed 2 courses per calendar year, based on:

- University of Maine System tuition rates
- Successful completion (grade C or better) of the course
- Receipt of documentation of successful course completion

Employees will not be reimbursed for:

- Cost of tuition that exceeds University of Maine System tuition rates
- The cost of books
- Travel costs
- Any supplies needed for the course

Termination of employment:

- In the event an employee terminates employment prior to completion of an approved course, the department will be under no obligation to reimburse the employee
- Tuition will be subject to repayment if the employee leaves Department of Education employment within one year from the course completion date

Application and Approval Process

Department employees must submit an application for approval of tuition reimbursement. The form may be found on EUT's website under Tuition Reimbursement.

Upon completion of the course, the applicant should send an invoice (including vendor code), receipt, grade, and this form to the EUT director.