ARIZONA AUTISM
CHARTER SCHOOLS, INC.

AZACS Employee Educational Assistance Reimbursement Program

AZACS is always looking to retain and help loyal employees who remain in good standing (*). Employees who want to further their education and grow to serve students with passion and grit, AZACS wants to support you.

Eligible Continuing Education Fields

AZACS would like to consider reimbursing your tuition for the following eligible continuing education fields:

- Employees working **to obtain their teaching certificate**
  - Bachelor's or Master's degree programs
- Employees working **to obtain their SLPA or COTA certifications**
  - Associate's or Bachelor's degree programs; and/or
  - Technical coursework, prerequisite courses, or education modules
- Employees working **to obtain their SLP, OT, or PT license**
  - Master's or Doctoral degree programs; and/or
  - Technical coursework, prerequisite courses, or education modules
- Employees working **to obtain their school psychologist certificate**
  - Master's degree program; and/or
  - Technical coursework, prerequisite courses, or education modules
- Employees working **to obtain their school leadership certification**
  - Master's degree programs; and/or
  - Technical coursework, prerequisite courses, or education modules
- Employees working **to obtain their BCBA license**
  - Master's degree programs

Eligible Employees

Full-time, regular employees who have completed six months of employment and are in good standing (*) are eligible for consideration under this policy:

Length of Employment	**Reimbursement**
At 6 months of employment at AZACS and up to 2 years of service	Up to $1,000 tax-free reimbursement per calendar year
After the 2nd work anniversary at AZACS and up to 3 years of service	Up to $2,000 tax-free reimbursement per calendar year
After the 3rd work anniversary at AZACS and up to 4 years of service	Up to $3,000 tax-free reimbursement per calendar year
Over 4 years of service at AZACS	Up to $5,000 tax-free reimbursement per calendar year

Program Rules

- AZACS will reimburse an employee up to a maximum of $5,000 per year for educational coursework (based on length of employment at AZACS) through an accredited program that either offers growth in an area related to his or her current position or that may lead to promotional opportunities within the field of education. This professional development may include college credit courses, continuing education unit courses, seminars, and certification tests that are job-related.
- Employee must remain in good standing (*) Meet or exceed job requirements including performance and behavioral expectations. This includes following AZACS handbook polices of attendance, staff code of conduct, and having no active disciplinary actions.
- Employee must complete the full term of the employment agreement approved by Executive Leadership to be invited to the program
- An employee must secure a passing grade of "B" or its equivalent or higher or present proof of certification to receive any reimbursement. Expenses must be validated by receipts and a copy of the final grade or certification received. Reimbursement will be paid via regular payroll.
- Upon completion of this form, submit to Talent Management your receipt for reimbursement.
- Upon degree completion, the employee commits to work at AZACS for two years once the degree is conferred. If an employee fails to fulfill the agreement to stay with AZACS for the two school years following tuition reimbursement, Employee agrees AZACS reserves the right to recover its costs by withholding tuition amounts from employee's paycheck. If there are no sufficient payroll funds, AZACS will invoice the employee for all tuition paid for by AZACS.
- If Employee resigns or is terminated, the program is void and no reimbursement will be made. If Employee resigns or is terminated, Employee agrees AZACS reserves the right to recover its costs by withholding tuition amounts from employee's paycheck. If there are no sufficient payroll funds, AZACS will invoice the employee for all fees paid for by

AZACS.

Program Procedures

- Prior to enrolling in an educational course, the employee must provide his or her director with information about the course for which he or she would like to receive reimbursement and discuss the job-relatedness of the continuing education.
- A tuition reimbursement request form should be completed by the employee, and the appropriate signatures obtained by the Campus Director and Executive Leadership.
- A copy of the tuition reimbursement request form must be submitted to Talent Management. The employee will maintain the original until he or she has completed the educational course.
- Once the course is successfully completed, the employee should resubmit the original tuition reimbursement request form with the reimbursement section filled out, including appropriate signatures, as well as receipts and evidence of a passing grade or certification attached.
- The Talent Management department will coordinate the reimbursement on the regular pay cycle.
- This program is effective February 1, 2025.
- All tuition reimbursements paid in January 2025 will count toward this reimbursement total in the 2025 calendar year. It will not reset as of February 1, 2025.

AZACS Candidate Educational Assistance Application

Instructions

- Complete the AZACS educational assistance application and attach descriptive information regarding the course(s) or degree program you wish to enter.
- Meet with your Campus Director to discuss your educational assistance request. If it is agreed that your request meets policy guidelines and budgetary restrictions, the Campus Director will grant preliminary approval.
- Submit the original, signed form to the Talent Management department for final review with a member of AZACS Executive Leadership.
- Upon completion of the course, submit a copy of your grade report to the Talent Management department. When the course is successfully completed, reimbursement will be processed on the next regular pay cycle

[1] Approved January 2025