Title: **Interest-Free Tuition Loans Procedure**
Code: GBBD R
Section: Section G: Personnel Policies

Eligibility

The criteria for participation will be the same as used to establish eligibility for the Academy District 20 benefit program; all regular staff members who meet the benefit eligibility threshold of 668 annual hours of work. The interest-free loan application, which can be secured at the location where the individual works, must be signed by the individual's supervisor and submitted to the Business Services Department.

Eligible Classes

(For these purposes, the word "class" will include all educational activities hereinafter defined/discussed.) All experiences which would have a reasonable expectation of enhancing/improving a particular staff member’s job performance and/or specific assignment can be considered. Decisions on approval/disapproval will be at the direct supervisor level; i.e., whoever evaluates a person will approve/disapprove eligible classes through the evaluation/supervision process. A staff member whose request for a loan has been disapproved may seek review of the supervisor's decision with the Assistant Superintendent for Human Resources or designee.

Eligible Expenses and Payment

The only expenses eligible for consideration will be the direct cost of tuition. No consideration will be given for any ancillary costs such as transportation, consumable materials, textbooks, or any incidental costs which are at the discretion of the staff member. The payment for the tuition or whatever portion of that cost the loan will cover will be sent directly to the institution from the District. The staff member should contact the institution prior to enrolling to determine the tuition costs and submit that figure on the District loan application.

Loan Limit

The loan limit will not exceed $1,000 per staff member, at any given time, with the total cost of the program not to exceed $50,000. If loan applications exceed the $50,000 program limit available, first time applicants will have priority consideration.

Promissory Note

Any staff member receiving a tuition loan under this plan will sign a note which shall include all pertinent information relating to the class(es) to be taken, condition(s) for determining successful completion, and the payback/note due conditions.

Evidence of Successful Completion

The staff member must submit verification (transcripts) of successful completion ("C" or better – undergraduate level, "B" or better – graduate level, or "Pass" if Pass/Fail) to the District's Professional Learning Registration System as an Out-of-District (External) credit request, noting on the request that it involves an Interest Free Loan from the District. The Director for Professional Learning will then process the request and notify the staff member and Finance of the approval status.

Payback

The total amount of tuition loans to any individual staff member at any given time will not exceed the loan limit.

The loan payback will begin in the pay period following loan approval and will be automatically deducted on a monthly basis for up to 24 months. The staff member has the option of an earlier payback.

Any class(es) taken must be successfully completed or the loan balance is immediately due.

Upon separation from the District or when taking an unpaid leave of absence, the outstanding loan balance will be due immediately.

General Administration/Record Keeping

General supervision of the program will be the responsibility of the Professional Learning office. Information and documentation would flow from the supervisor to the Finance office where loan agreements would be finalized. Upon completion of the class(es), verification would be routed to the Professional Learning office, checked, and the appropriate documentation routed to Human Resources and Finance for the indicated action.

Administrative policy GBBD and this procedure are subject to suspension when such a moratorium is in the best interests of the District.

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