



Mattituck-Laurel
LIBRARY

PO Box 1437
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Mattituck, NY 11952

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www.mattitucklaurellibrary.org

Continuing Education – Tuition Reimbursement

- 1.1. The Mattituck-Laurel Library supports continuing education for its employees by making available tuition reimbursement funding. The Library will reimburse tuition costs for graduate and undergraduate courses but will give priority to reimbursing tuition costs for staff pursuing a Master's Degree in Library Science.
- 1.2. The Director must approve eligibility in advance. Employees seeking tuition reimbursement should submit a Tuition Reimbursement Request Form to the Director before the first day of class.
- 1.3. All full-time employees are eligible for Tuition Reimbursement. Part-time employees must work a minimum of 20 hours per week to be eligible.
- 1.4. Full time staff will be reimbursed at a rate of 40% of tuition costs with a maximum of \$2,000 per calendar year; part-timers will be reimbursed at a rate of 25% of tuition costs with a maximum of \$1,000 per calendar year.
- 1.5. Tuition reimbursement will be disbursed upon proof of satisfactory completion of each semester's coursework. Reimbursable costs shall include the cost of tuition only. Reimbursable costs shall not include lab fees, required books, and other required course materials, tools and supplies that may aid the employee in the course, but which are not specifically required (e.g. computer hardware, software, calculators, instructional tapes), parking fees or any other expenses. An employee will not be eligible for reimbursement of tuition and required fees that are paid by state or federal education grants or scholarships.

Adopted 05/08/2017, Reviewed 08/14/2023

Tuition Reimbursement Request Form

This form and supporting documents should be given to the Director for final approval prior to the first day of class.

Employee Name: _____

Department: _____

Job Title: _____

Name of School: _____

Proposed Course is: Undergraduate course credit Graduate course credit

Course Title: _____

Credit Hours: _____

Course Begins: _____

Course Ends: _____

Tuition Cost: _____

Are courses for a credit leading to a degree? Yes No

Name of Diploma/Degree: _____

Major Field of Study: _____

Attach supporting documentation addressing the following questions and any other comments:

- How does the proposed course of study relate to your job assignment/position duties?
- If the course meets during your normal work hours, how will your work schedule be adapted?
- How will the course-provided knowledge/techniques improve your performance and be useful to the Library?

I have read and understand the Tuition Reimbursement Policy and agree to the terms of the policy.

Employee Signature: _____ Date: _____