



Approved 09/24/2008
Amended: 7-1-13

Professional Growth Support Plan

Policy No. 10

Freedom Preparatory Academy supports employees who seek continued education through graduate programs. This practice increases their skills, knowledge and life-long learning. The Governing Board and Administration will offer compensation according to these guidelines:

1. To be eligible, employee must be employed with the Academy for a minimum of three years before initial "Graduate School Support Proposal" (appendix A) can be submitted for approval to the Administration. Graduate school must be in an education related field.
2. Employee will present to the Administrative decision body a complete copy of graduate program along with start and finish dates and estimated cost of program. In cases where a current Administrator is making application the Proposal is presented to the CAO. A copy of employee's letter of acceptance to a degree program must be submitted within 45 days of receipt from university or college.
3. Upon evidence of grades and graduation certificate or diploma of graduate program, Freedom Preparatory Academy will offer reimbursement not to exceed 1/3 of the total class cost (including textbooks) up to a maximum of \$5,000 dollars. Request for reimbursement must be submitted on "Graduate School Support Reimbursement Request" form (appendix B). Doctorate programs will be allotted a higher maximum reimbursement rate which will be determined by the Administration (or CAO if an Administrator is requesting such a program) at time of initial "Graduate School Support Proposal" application.
4. A minimum G.P.A. of 3.0 must be maintained to qualify for reimbursement.
5. Employee agrees to use this additional training, knowledge, and skills to enrich and support Freedom Preparatory Academy for three years subsequent to the date of graduation from graduate program, five years for a doctorate degree. Should employee cease to be employed at the Academy or if employee is terminated, then employee shall immediately reimburse the Academy all monies paid relating to this Professional Growth Support Plan.
6. During the course of the graduate program if employee is unable to continue or chooses to drop out of the program, employee will be responsible to repay all monies that have been given by the Academy in relation to this program.



Graduate School Support Proposal

Applicant: _____ Date: _____

Program title and description: _____

Sponsoring university, college, or agency: _____

Expected degree: _____

Expected start date: _____ Expected graduation date: _____

Estimated tuition cost: \$ _____ Estimated book cost: \$ _____

I am seeking funding support from Freedom Preparatory Academy in the amount of \$ _____

On a separate page, please provide an explanation of this program and how it will benefit the Academy.

If during the course of the graduate program I am unable to continue or choose to drop out of the program, I will be responsible to repay all monies that I have been given by the Academy in relation to this proposal.

In agreement with the Academy, if this proposal is accepted, I commit to remain on staff at the Academy for three subsequent years, or five years for a doctorate degree, from the date of graduation from said program. If I willingly choose to leave the employment of the Academy, or I am terminated according to my at-will contract^[1h1], I agree to reimburse the Academy the total amount of requested reimbursement. Applications must be granted preliminary approval by the Administration before program starts to be considered for reimbursement.

Employee

Date

Executive Director

Date

CAO

Date



Graduate School Support Reimbursement Request

Date: _____

Applicant: _____

Program title and description: _____

Sponsoring university, college, or agency: _____

Degree Received: _____

Graduation date: _____

Tuition cost: \$ _____ Book cost: \$ _____

I am seeking funding support from Freedom Preparatory Academy in the amount of \$ _____

(Please attached all supporting receipts)

On a separate page, please describe your coursework and how this will directly benefit the Academy.

Employee

Date

Executive Director

Date

CAO

Date