



Procedure for Tuition Reimbursement (MGSD-10)

Who Qualifies?

- **Personnel with known licensure deficiencies at the time of hire:**

Lateral entry teachers who are required to take courses to obtain NC licensure.

Teachers with temporary NC license transferring from another state who are required to take courses to obtain NC licensure.
- **Certified Personnel who are re-assigned by the school system for which an additional licensure area(s) is required.**
- **Tenured MGSD certified personnel who desire to earn an advanced degree.**
- **All other MGSD personnel who desire to earn a degree.**

The degree earned must be in a discipline that is pertinent to their current assignment, or for the advancement in the education profession.

The following criteria **must** be met in order to request or receive tuition reimbursement:

- the course qualifies for college credit (semester hours of credit) and;
- you receive a grade for the college course

1. After registering and paying for a class, you must complete a MGSD-10 Form for Tuition Assistance and have your principal approve, sign, and date the form.
2. Send the completed and signed MGSD-10 form to the Central Office to the attention of the appropriate administrator listed below in order for your request to be approved and the money encumbered until the coursework is completed.
3. You must include a copy of your class registration and receipt of payment.

Requests are processed on a first come, first served basis as funds are available.

Send Requests to (choose one):

- Ingrid Medlock (Student Services, Nurses, Counselors)
 - Scott Smith (Elementary Instruction)
 - Todd Black (Secondary Instruction)
4. Upon course completion, send a copy of your grade along with your copy of the MGSD-10 form to HR at the Central Office to obtain reimbursement.

You are eligible for up to \$1,000 per fiscal year July – June.