



Teacher Tuition Reimbursement Application

DIRECTIONS: Complete all information requested below and submit the application along with verification of the cost of tuition to the Professional Learning department. **PRE-APPROVAL IS REQUIRED TO CONFIRM COURSE ELIGIBILITY AND AVAILABLE FUNDING.**

Name:		Last 4 Digits of SSN:	Phone Number:
Home Address:	Street:	City:	Zip Code:
Current School:		Teaching Assignment (subject/grade level):	
Certification Areas:			
College/University:		Degree Program:	
Course Title:		Course Code:	
# of Credit Hours:		Cost Per Credit Hour:	
Begin Date:		End Date:	
Course Description (brief catalog description):			
Explain how this course relates to your current teaching assignment:			
Have you applied for reimbursement from any other source (if yes, please identify source below)?			<input type="checkbox"/> Yes <input type="checkbox"/> No
Please check all areas below that support the reason(s) you are taking this course.			
<input type="checkbox"/> Subject area(s) of current teaching assignment		<input type="checkbox"/> Out-Of-Field Requirement	
<input type="checkbox"/> Goals of School Improvement Plan – please identify:		<input type="checkbox"/> State mandate – please identify:	
<input type="checkbox"/> District Priority – please identify:		<input type="checkbox"/> Recertification of Initial Certification Requirement	
Applicant's Certification: <ul style="list-style-type: none"> I hereby certify that the information in this application is complete and correct the best of my knowledge. I understand that to receive reimbursement I must submit a transcript or gradeslip to the Professional Learning department within 45 days of completing this course. I understand that I must notify the Professional Learning department in writing within 30 days if I do not complete the course, earn a grade of less than a "B," or wish to withdraw my request for reimbursement for any reason. 			
_____ Signature of Applicant		_____ Date	

For Use by the Professional Learning Department	
<input type="checkbox"/> Pre-approved for reimbursement at \$ _____ per credit hour, for a total reimbursement of \$ _____	
<input type="checkbox"/> Not approved, based on the following:	

Professional Learning Department	Date

Applicant: Attach verification of tuition cost and submit it to Crystal Bradley in Professional Learning. Please make a copy for your records.

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Teachers may be eligible for reimbursement of the cost of tuition for courses taken under the following terms and limits:

1. **Pre-approval is required to ensure availability of funds.**
 2. **COURSES ELIGIBLE FOR REIMBURSEMENT MUST BE SPECIFIC IN SUBJECT CONTENT, METHODS AND/OR PEDAGOGY TO THE TEACHER'S CURRENT ASSIGNMENT(S).**
 3. Teachers eligible for tuition reimbursement must be employed in a full-time instructional position at the time the course is taken.
 4. Applications for tuition reimbursement shall be submitted to the Professional Learning department along with verification of the cost of tuition. **In order to confirm course eligibility and available funding, pre-approval is required.**
 5. Teachers may apply for tuition reimbursement for **ONE course per year** (fiscal year of July 1 through June 30).
 6. Only courses taken during the **current fiscal year**, (July 1 through June 30), are eligible for reimbursement.
 7. Tuition reimbursement **shall be limited to \$350.00 per credit hour** for a maximum of 3 credit hours not to exceed the actual cost per credit hour.
 8. Reimbursement will be **provided for tuition only**. Books, fees, etc. are not eligible for reimbursement.
 9. Teachers receiving reimbursement from another funding source are not eligible for reimbursement from this funding source.
 10. Courses eligible for reimbursement must be taken at a college or university accredited by the Southern Association of Colleges and Schools or other recognized accreditation agency.
 11. The teacher must receive a **grade of "B" or above** to receive reimbursement.
 12. To receive reimbursement, teachers must submit a transcript or grade slip showing a grade of "B" or above to the Professional Learning department within 45 days of completion of the course:
- ** You must notify the Professional Learning department in writing within 30 days if you do not complete the course, earn a grade of less than a "B," or wish to withdraw your request for reimbursement for any reason.**