



Christine Duncan's Heritage Academy

Dear Tuition Reimbursement Candidate,

I commend you for your participation in the Christine Duncan's Heritage Academy Tuition Reimbursement Program. The tuition reimbursement program is to encourage CDHA educators to further their studies. Your work towards educational advancement will contribute to our efforts in better serving our culturally and linguistically diverse students at CDHA. We believe it is every teacher's responsibility to provide the best quality instruction to all students. Therefore, we would like to offer you tuition reimbursement for completing the appropriate coursework towards educational advancement.

The Tuition Reimbursement Program requires a commitment from participants and the school. Please note that the school takes its commitment very seriously, as your newly acquired knowledge and strategies will assist your instruction to all students that you serve.

This packet contains all the information you will need to participate in this program. If you agree to the conditions of the Tuition Reimbursement Program, you must call our office and make an appointment with our Tuition Reimbursement Specialist to go over your program of studies.

Once your appointment has been confirmed, please sign the attached agreement, complete the information sheet and bring it with you to your appointment.

We thank you for your dedication.

Sincerely,

Mr. Jesús Moncada

Principal
Christine Duncan's Heritage Academy



Christine Duncan's Heritage Academy

Tuition Reimbursement Program

Overview:

Christine Duncan's Heritage Academy provides tuition reimbursement for CDHA employees in a planned program of studies for educational advancement.

The School will reimburse teachers up to \$1,000 per school year in tuition reimbursement. The reimbursement is only available as long as the funds allocated for tuition reimbursement exist. The reimbursement is for tuition only at the current University ([UNM](#) or [NMSU](#)) or CNM rate or less, or equivalent as applicable. If funds are available, the school's principal or designee may make exceptions to the amount of reimbursement if the amount requested for reimbursement exceeds \$1,000.

Instructions:

1. Contact the New Mexico Public Education Department (NMPED) Licensure Unit to determine courses needed to complete your program of study.
2. Please download the [NMPED Application of Licensure and Endorsement \(PDE\)](#).
3. Contact the Business Office at (505) 839-497 to make an appointment with our Tuition Reimbursement Specialist to go over your program of studies.
4. Prior to your appointment, please fill out the attached Tuition Reimbursement Agreement and Information Sheet (pages 3 and 4 of this packet) and bring it with you to your appointment.
5. Once you have received approval from the [CDHA Tuition Reimbursement Committee](#) (**three members: principal, assistant principal or designee, governing council representative, teacher**) you may register and pay for course work. **All paperwork must be submitted before registering for classes. Requisitions for Tuition Reimbursement MUST be submitted by August 30. Requisitions submitted after August 30 will not be granted.**
6. **Tuition Reimbursement Candidates will be notified by Sept. 10, or the following Monday.**
7. Upon successful completion of course, C or above, submit final grade report and receipt of payment after each term to the Business Office for approval and reimbursement. These documents must be downloaded from your college/university website. They must have your name, the name of the college/university and the term located on each document. The receipt of payment must also be a detailed summary listing a breakdown of the total charges.

Payment will be received approximately 8-10 weeks after all documentation is received. The Employee MUST submit request for reimbursement and documentation no later than two weeks after grades are available.



Christine Duncan’s Heritage Academy

Tuition Reimbursement Agreement

This **AGREEMENT** entered by and between the Christine Duncan’s Heritage Academy (CDHA) and the designated teacher participant in the Tuition Reimbursement Program.

CDHA agrees to:

Provide financial support through tuition reimbursement for waived and non-waived teachers seeking educational advancement as follows:

- Upon demonstration of successful completion of approved course work, the school will reimburse the teacher at the current NM university ([UNM](#) or [NMSU](#)) or college rate (or the equivalent) per semester hour up to \$1,000 per school year.
- The School will reimburse up to \$1,000 per school year, the reimbursement may exceed that amount based on funding availability and upon approval by the school principal or designee.
- The School will maintain records of students in Tuition Reimbursement Program in order to project funds required to assist the teachers with completion of the endorsement or program of study.

Teacher participant agrees to:

- Provide the School a planned program of study from the university or college of choice and receive approval prior to the start of any course work.
- Submit tuition receipt and final grades at the end of each course, as it becomes available.
- Complete the endorsement or certification program.
- **Remain a staff member at Christine Duncan’s Heritage Academy utilizing his/her endorsement/area skills** with English Learners and culturally and linguistically diverse students for an equivalent of **two (2) years after completion of the endorsement program.**
- Reimburse CDHA for the cost of the tuition received should he/she not be employed by CDHA as described above.

Should mitigating circumstances occur the [Tuition Reimbursement Committee](#) will review proposed exceptions to this agreement.

Name of Participant of

Name of CDHA Representative

Signature of participant and date

Signature of CDHA Representative and date



Christine Duncan's Heritage Academy Tuition Reimbursement Program Information Sheet

Name			
Address			
City, State, Zip Code			
Email Address			
Employee No.		Social Security No.	
Home Phone		Cell Phone (Optional)	
School Name		School Ph.	
Please state your job role			
Endorsements/Certification you are seeking:	<input type="checkbox"/> Bilingual	<input type="checkbox"/> ELD	<input type="checkbox"/> SpEd <input type="checkbox"/> ECME <input type="checkbox"/> Other

College or University

List classes or plan of study needed for endorsements below:

Date original document received by the School:

Office Use Only: