

# HOKE COUNTY SCHOOLS

## Guidelines for Tuition and Praxis Reimbursement

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### Eligibility

Reimbursements are made to repay the employee for personal/out-of-pocket expenses made in pursuit of his/her higher education. Hoke County Schools will provide course reimbursements for the following employees:

- 1) Teacher assistants working towards a 4 year degree in the field of education
- 2) Lateral entry teachers completing coursework
- 3) Teachers and other support personnel working on a graduate, Ed.S, masters or doctorate degree towards certification in the field of education. Doctoral candidates will only be reimbursed for course work and two semesters of dissertation writing.
- 4) Praxis and Pearson Test reimbursements are also available to lateral entry teachers, provisional teachers and teachers holding a temporary permit

### Reimbursable Expenditures

- Employees seeking reimbursement for coursework can be reimbursed **up to \$750 per course** for the actual costs of their tuition, textbooks and most fees. (*Excludes parking and late registration fees*)
- Employees will be reimbursed for certification exams required for licensure. Passing test scores are required for reimbursement.
- Hoke County Schools will not reimburse scholarships, grants or educational financial assistance from another source- e. g., GI Bill. However, if the funds from the other source do not cover all of the expenses, the employee will be reimbursed for the difference.

### Documentation Requirements

#### **Due WITHIN 30 DAYS of course begin date or Praxis/Pearson Exam**

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- Employees must submit a completed "Tuition/Praxis Reimbursement Request Form" upon requesting reimbursement. On this form, the employee agrees to repay to the district **in full** should the employee leave Hoke County Schools within 24 months after receiving a tuition/Praxis reimbursement. This amount will be deducted from the employee's final pay check.
- College Plan of Study with initial requests (TAs & Lateral)
- Registration or enrollment confirmation indicating your date of registration or enrollment
- Receipts for coursework, textbooks, and/or examination fees with request form.

**\*For courses shorter than 30 days, reimbursement requests must be submitted prior to the end of the course.**

#### **Due NO LATER than 30 DAYS of course end date or Praxis/Pearson Exam completion**

- Grade report for each course and/or official examination score report

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### Grade Requirements

- Undergraduate students must make a minimum grade of "C" or higher to qualify for reimbursement.
- Graduate, masters, and doctorate certification students must make a minimum grade of "B" or higher to qualify for reimbursement.

#### **\*\* IMPORTANT Information \*\***

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- Allow up to three weeks for processing.
- Reimbursements are made possible through a Federal Grant. When the funding for one school year is depleted, outstanding requests will be paid when the next funding allotment is received.

I have read and understand all of the above information and I understand my responsibilities for tuition reimbursement.

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Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_