

**Process**

**1. Course Approval:** Prior course approval and review by HR is recommended prior to enrolling in any college course whether or not you are seeking reimbursement. If you are fulfilling licensure requirements to obtain a full Virginia license, you must have your course pre-approved to ensure you are taking courses through a regionally approved accredited college or university.

**2. Tuition Approval:** The change for provisionally licensed teachers was approved at the February 16, 2021 school board meeting and is effective for the 2020-2021 school year. This provides an incentive to retain provisionally licensed teachers in New Kent while providing additional tuition assistance for the cost of the courses cited by the Virginia Department of Education. Provisional teachers must complete minimally (6) credit hours per year for each of the three years.

a. **(Fully Licensed Teachers):** To request tuition assistance funds, you must submit this completed form to HR prior to enrolling in the class for which you wish to seek tuition assistance. Reimbursement is limited to 50% of the cost of the course (max of \$300.00) for two courses during the fiscal year (July 1 through June 30 of the following year) with a maximum of \$600.00. The course must be taken at an accredited college or university and you must receive a grade of "A or B." Once your tuition assistance request is approved, a copy will be sent to you for your records. Keep this on file and resubmit for reimbursement once you have received your transcripts. Your administrator must sign off. Please do not email your form. They must be dated through internal mail process and sent with all required documents.

b. **(Provisionally Licensed Teachers):** To request tuition assistance funds, you must submit this completed form to HR prior to enrolling in the class for which you wish to seek tuition assistance. Reimbursement is limited to 50% of the cost of the course (max of \$600.00) for two courses during the fiscal year (Effective Date July 1, 2020 through June 30, 2021 of the following year) with a maximum of **\$1,200.00**. The course must be taken at an accredited college or university and you must receive a grade of "A or B." Once your tuition assistance request is approved, a copy will be sent to you for your records. Keep this on file and resubmit for reimbursement once you have received your transcripts. Your administrator must sign off. Please do not email your form. They must be dated through internal mail process and sent with all required documents.

**3. Tuition Reimbursement:** This original form must be returned to HR with the proper documentation attached. This one form will be used to approve your request and to approve your reimbursement request. **\*\*\*Employees must work (1) school year after receiving reimbursement or the employee will be required to reimburse NKCPS the full reimbursement. SBO Reg. (GCL-R)**

**4. Funds:** Employees seeking reimbursement for the current year's renewal will receive priority over employees seeking reimbursement for optional reasons or renewal dates beyond. Decisions regarding reimbursement for optional reasons such as requests without prior approval will be decided by June 1 of each year. Any staff development funds left at the end of the year may be evenly disbursed among those requesting reimbursement to include **Support Staff** enrolled in an approved program that continues their educational growth and provides for continuous improvement in their current department/position within the school division.

**Step 1: Employee Information**

Name: Fiscal Year Request submitted: first course second course Work Location:

Position:

Address: Cell Phone:

**Course Information**

**College/University:**

**Regional Accreditation Organization (required):**

Higher Learning Commission  
Middle States Commission on Higher Education  
New England Association of Schools and Colleges  
Northwest Commission on Colleges and Universities  
Southern Association of Colleges and Schools  
WASC Senior College and University Commission

**Course Title:** Course Number:

**Course Dates:** Semester: Fall Spring Summer Winter Intensive **Credit Hours:** Level of Credit:

Undergraduate Graduate Other: **Tuition Cost:** \$

Amount and source of other funds received: \$ Source:

This course will meet the following (check all that apply):

Meets the requirements for license renewal, my license expires;  
Meets the requirements for cited deficiencies for state licensure;  
Adding an endorsement for a current teaching license;  
Adding an additional endorsement; Other:

**Step 2: School Level Approval**

**Employee's Signature: Administrator's Approval:**

**Step 3: Human Resources Approval**

**Request Received: Course is approved:** Yes No **Approved by:**

**A) Fully Licensed Teachers:**

Amount Approved: \$300.00; \$600.00; or 1/2 the cost of the course \$

**B) Provisionally Licensed Teachers Only:**

Amount Approved: \$600.00; \$1,200.00; or 1/2 the cost of the course \$

C) **Special Education Teacher:** Yes No Account Code:

**Step 4: Employee's Reimbursement Request**

**Return this form to Human Resources for reimbursement with the following items:**

Transcripts Attached Proof of Payment Initials: