HUMAN RESOURCES
JEFFERSON PARISH SCHOOLS
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Title I Teacher Tuition/Praxis Reimbursement Instructions
Application Submission Dates

Fall window: July 27, 2026 – August 7, 2026
Spring window: November 16, 2026 – December 4, 2026
Summer window: April 19, 2027 – April 30, 2027

2017-2018 Tuition/Praxis Reimbursement Policy Change:

*Beginning May 8, 2017, any teacher applying for Tuition/Praxis reimbursement **must** be working in the position for which he/she is seeking certification; this includes certified teachers who are seeking add-on endorsements. **Any teacher seeking an add-on certification must apply for or possess an Out-of- Field- Authority- to- Teach certificate**.*

202-2021 Tuition/Praxis Reimbursement Policy Change:

*Beginning August 1, 2021, after the completion of 12 credit hours, non-certified teachers **must** submit **passing** Praxis II content scores to Human Resources to maintain eligibility for the Tuition Reimbursement program. Additionally, recipients of tuition reimbursement will not be allowed to switch program providers or content areas. **A grandfather clause is not included in the policy change. All employees must adhere to the new guidelines.***

Instructions for completing and submitting the application for Tuition Reimbursement:

1. Applications must be completed in their entirety using **only** blue ink.
2. All courses that teachers wish to receive tuition reimbursement for *must* be listed on the first page of the application under the section titled "Courses Requested." ***A teacher can only request reimbursement for up to 6 credit hours per semester. Reimbursement is not available for non-credit courses***. An attached program prescription must be submitted with your completed application packet. A course prescription outlines all required courses necessary for the completion of the certification. **The District will only approve courses listed on the prescription plan.**
3. To participate in the Fall Tuition Reimbursement Cohort, completed applications must be **hand-delivered** to the Recruitment & Selection Team in the Office of Human Resources by August 7, 2026
4. ***A new application must be submitted each semester. Late applications will not be accepted***.
5. A member of the Recruitment & Selection Team will collect and review your documents. You will receive an approved or denied, date-stamped copy of your completed application at the time of the submission.
6. Teachers will most likely have out-of-pocket expenses. Please read the Employer Tuition Payment Agreement.

At the end of the academic semester, you must submit the following original documents to the Office of Human Resources to be eligible for reimbursement:

- Itemized fee bill from college/university *(University of New Orleans fee bills must state "paid by TPC.")* Teachers who pay tuition directly to the college/university **must** submit a fee bill with a zero balance.
- Grade report

These items are due by the following dates:

Fall: Friday, December 11, 2026 **Spring:** Friday, May 21, 2027 **Summer:** Friday, August 6, 2027

Failure to submit required information by the listed deadline may affect your eligibility for reimbursement.
*If you earn lower than a "C" in a course, withdraw from a class, receive an incomplete grade, or you are no longer an employee of the Jefferson Parish Public School System by the last day of the academic semester, the District **shall not** be responsible for tuition reimbursement.*