

APPLICATION FOR TEACHER TUITION ASSISTANCE/TUITION REIMBURSEMENT

Please check one:

Up front Teacher Tuition Assistance NOTE: ALL required PRAXIS I (or ACT/SAT/Master’s degree exemption) and PRAXIS II Content tests must be passed by designated timelines or by admissions in order to be **considered** (depending on fund availability) for up front Teacher Tuition Assistance.

Teacher Tuition Reimbursement

***If criteria are met, at minimum, applicants can receive \$175.00 per three (3) credit class up capping at \$350.00 for up to six credits. NOTWITHSTANDING, for the 2018-19 and 2019-20 SYS, the amount of reimbursement varies from program to program in partnership with the City of Baker School System (iteachLOUISIANA, Louisiana Resource Center for Educators (LRCE), Southern University Master’s of Arts in Urban Teaching Certification Program, TEACH Louisiana College at Pineville, and other CoBSS approved programs).**

Section I. To be completed by applicant (Please type or print in blue ink)

Semester (Fall, Spring, Summer, or Other):

Year:

Name of Accredited College/University:

Last Name:

First Name:

Maiden Name:

Address:

Employee I.D. #:

Full Social Security #:

School Assigned:

Home Phone #:

Cellular Phone #:

(Include Area Code)

(Include Area Code)

Targeted Area(s) of Certification Being Sought:

Current Certificate Type and # (If applicable):

Current Job Title/Position:

Current Teaching Assignment(s): (Course(s) and Grade Level(s):

Check **one** of the following participant categories and indicate the area of certification you are seeking:

Participant Category

Non-Standard Certification (TAT, TEP, and EEL)

Enrolled in an Alternative Certification Program

Name of Program:

Teaching Out of Field (OFAT)

Courses Requested: The Department, Course #, and Course Title must be provided by the applicant.

(1) DEPARTMENT

COURSE #

COURSE TITLE

APPROVED OR DENIED BY _____

8(g) Federal
For HR Use Only

(2) DEPARTMENT

COURSE #

COURSE TITLE

APPROVED OR DENIED BY _____

8(g) Federal
For HR Use Only

Current Area(s) of Certification (TO BE COMPLETED BY PROGRAM SPECIALIST):

Section II: (Please read the statement below carefully before signing and dating in blue ink.)

I understand that if I drop, withdraw, or fail to complete a course successfully (Grade A, B or C or Pass with programs that do not assign grades) for which Tuition Assistance or Tuition Reimbursement has been granted, or if I omit pre-approval of the tuition assistance/reimbursement application, no tuition will be remitted to me or to the university on my behalf by my employing agency, therefore, I will be responsible for payment. I give permission for all parties involved in the implementation of the Federal Funding to release information as required. I have read the procedures for assistance/or reimbursement and agree. I will maintain a signed copy for my records.

Signature of Applicant

Date Signed

(Print Name above Signature)

Signature of Principal or Assistant Principal

Date Signed

(Print Name above Signature)

Agency Superintendent or Agency Administrator’s Signature

Date Signed

(Print Name above Signature)

Teacher Tuition Assistance or Reimbursement

The Teacher Tuition Assistance or Reimbursement helps employees finance formal education. Tuition Assistance or Reimbursement does not guarantee continued employment, new job assignments, pay increases, or promotions.

Funding for Tuition Assistance or Reimbursement is available through Federal and State funds for the purpose of providing opportunities for teachers to take courses for on-going professional development. The following participant categories are considered:

- Non-Standard Certification (Temporary Authority to Teach (TAT), Temporary Employment Permit (TEP), or Extended Endorsement License (EEL)
- Enrolled in Alternative Certification Program (Practitioner License 1, 2, or 3)
- Teaching Out-of-Field (OFAT) at the request of the City of Baker School System
- Certified-Seeking Certification as defined by the Every Student Succeeds (ESSA) Act and the Louisiana Department of Education (LDOE)
- School Improvement as a Cohort at the request of the City of Baker School System
- School or Teacher Leader at the request of the City of Baker School System

First consideration in approving requests for tuition assistance will be given to those persons who are seeking certification status under the ESSA legislation. In addition, consideration will be given to certified teachers becoming certified in areas of declared critical shortage.

Eligibility:

- All full-time employees or long term substitute teachers must be employed during the entire school semester for which assistance is sought
- A course must begin after the first day of employment for new hires.
- A course must have been completed during the time of employment for employees who no longer work for the CoBSS
- Employees on sabbatical leave are not eligible for tuition assistance or reimbursement.
- Applicants must attend an accredited institution and must receive grades and college degree credits.

Procedures for Tuition Assistance:

In order to receive tuition assistance:

- Each applicant must download and complete a Teacher Tuition Assistance and Reimbursement application which must be signed by the Principal and submitted to the Office of Human Resources (OHR), Support Programs at least five (5) days prior to the start of the *semester* (Submission cannot be the official first day of class). A hard copy of this application can be obtained in the OHR or the online version is available at www.bakerchoools.org.
- Funds for this program can only be used to cover pure tuition costs; therefore, the applicant must pay the other fees charged by the university. It is strongly encouraged that all applicants obtain the most current breakdown of the fees charged by the university enrolled.
- A maximum of six (6) credits will be allotted per semester for each July 1st-June 30th fiscal year. Tuition Assistance will be made equivalent to the current cost of graduate or undergraduate in-state tuition. Tuition for credit courses may be paid for participants who successfully complete approved courses as evidenced by a grade of A, B, C or Pass for a Pass/Fail course.
- All late fees are the responsibility of the participant.
- The amount paid by the agency for tuition at private universities shall not exceed the highest tuition charged by a public Louisiana university. Payments for online universities are limited to \$175.00 per three (3) hour credit for up to (6) hours per semester. NOTWITHSTANDING for the 2018-19 and 2019-20 SYS, the amount of reimbursement varies from program to program in partnership with the City of Baker School System (iteachLOUISIANA, Louisiana Resource Center for Educators (LRCE), Southern University Master's of Arts in Urban Teaching Certification Program, TEACH Louisiana College at Pineville, and other CoBSS approved programs).
- A pre-approval list will be sent to the University so that the account of the applicant may be credited. University policies may differ on how and when this credit is posted.
- Participants are responsible for payment to the University unless the Teacher Tuition Assistance Application is pre-approved by the OHR.
- Any course changes must first be approved by the OHR before tuition assistance can be provided.

Procedures for Tuition Reimbursement:

In order to receive tuition reimbursement:

- Download and complete an application for Teacher Tuition Assistance/Reimbursement.
- Register for the coursework and pay all fees required. Reimbursement funds are only to be used to cover "pure" tuition costs; therefore, other mandated fees charged by the University must be paid by the applicant.
- Submit completed application with an itemized fee bill (including breakdown of charges) and proof of payment to the OHR, Support Programs at least five (5) days prior to the start of the *semester* (cannot be the official first day of class). All payment documentation must include the applicant's name.
- All participants must then attend all approved courses. Upon completion of coursework, all participants must submit documentation of final grades to the OHR.
- *After final approval, reimbursement will be paid to the participant within thirty (30) days of receipt of grades by the OHR Department.*
- *Reimbursement will be made equivalent to the current costs of graduate or undergraduate in-state tuition. Reimbursement for credit courses may be paid for participants who successfully complete approved courses as evidenced by a grade of A, B, C or Pass for a Pass/Fail course.*
- *Participants are responsible for payment to the University unless the Teacher Tuition Assistance/Reimbursement Application is pre-approved by the OHR.*
- *Any course changes must first be approved by the OHR before tuition assistance can be provided.*
- *Requests with incomplete documentation and/or failure to turn in documents by the end of the July 1st-June 30th fiscal year will not be processed.*
- NOTWITHSTANDING for the 2018-19 and 2019-20 SYS, the amount of reimbursement varies from program to program in partnership with the City of Baker School System (iteachLOUISIANA, Louisiana Resource Center for Educators (LRCE), Southern University Master's of Arts in Urban Teaching Certification Program, TEACH Louisiana College at Pineville, and other CoBSS approved programs).