

TUITION ASSISTANCE

Submit applications for tuition assistance to the Lead Director of Human Resources.

Tuition Assistance Protocol

1. Applications for tuition reimbursement will be submitted to the Lead Director of Human Resources on the approved form, "Application for In-Service Education Tuition Assistance" (current school year). **Only one class may be documented per form submitted.** No requests are guaranteed. Requests will be approved or disapproved in writing.
2. All requests must be received and approved **before** the course begins; no exceptions.
3. Applicants who receive tuition assistance/grants from the Department of Education may not request assistance for the same course from King William County Public Schools.
4. Staff members completing coursework towards a Master's degree may be eligible for reimbursement not to exceed \$700.00 per course; **two courses per school year.**
5. Staff members enrolled in a Doctoral program may be eligible for reimbursement not to exceed \$900.00 per course; **two courses per school year.**
6. **Individuals that pursue a new endorsement (critical shortage area) or a specialized course may receive additional assistance as determined by the Lead Director of Human Resources and the Superintendent.**
7. The applicant shall pay for the course and upon completion of the course, an **official** transcript as evidence of such must be received by the Lead Director of Human Resources from the appropriate institution. **Electronic transcripts may be accepted if designated as official.** A minimum grade of B or Pass must be earned. A receipt or canceled check to verify the amount of tuition paid shall accompany the transcript. **In order to receive the requested reimbursement, evidence required for reimbursement must be submitted within 30 days of course completion.**
8. Teachers who leave the school system within one year after receiving tuition assistance will be required to repay the total amount of the assistance. If the teacher leaves within two years after the completion of the course, they will be required to repay one half of the assistance. After completing two years from the end of the course, no reimbursement will be required.
9. **Deadlines for submission of applications:**

Fall semester	September 14, 2018
Winter.....	January 15, 2019
Spring.....	May 3, 2019
Summer Courses – please contact HR <u>prior</u> to submitting an application.	

Notice: Due to the availability of funds, additional limits may be placed on all tuition requests. **Therefore, the conditions stated above may not always be feasible.**

**KING WILLIAM COUNTY PUBLIC SCHOOLS
APPLICATION FOR TUITION ASSISTANCE**

For reimbursement of tuition payment, this form must be completed by the applicant and approved by the Lead Director of Human Resources **prior to registering for the course** listed below.

Request Deadlines: **Fall – September 14, 2018** **Winter – January 15, 2019** **Spring – May 3, 2019**

Name: _____ Date: _____
School: _____ Position: _____
License Held: _____ Endorsements: _____
Course Number and Name: _____
Location of Class: _____
Date Course Begins: _____ (mm/dd/yr) Hrs. Credit: _____ (Sem. _____ or Qtr. _____)
Date Course Ends: _____ (mm/dd/yr)

***NOTE: Please refer to the Policy Manual and/or the Employee Handbook for additional information.**

I wish to apply for tuition assistance in the amount of \$_____ for the above named course. I am enrolling in this course for the reason(s) checked below:

- 1. To meet the requirements for licensure and/or endorsement in an area to which I have been assigned. Specify licensure and/or endorsement required: _____
- 2. To renew my license. _____
- 3. To comply with Virginia Standards of Quality or state or federal laws or regulations. Specify Standard, laws, or regulation: _____
- 4. To improve professional competence in an area to which I have been assigned.
- 5. Other: _____

Applicant's Signature: _____

.....
(Do not write below this line)

This application is approved with the following stipulations:

If the applicant leaves the school division before one year from the completion of the course (___/___/___), they may be asked to repay all of the approved assistance. (\$ _____)

If the applicant leaves the school division before two years from the completion of the course (___/___/___), they may be asked to repay ½ of the approved assistance. (\$ _____)

If the applicant leaves the school division after completing two years from the completion of the course, no repayment will be requested.

- This application is approved for \$_____ in tuition assistance for the above course.
- This application has not been approved.

Signature _____ Date: _____

Applicants shall pay for the course. Upon completion of the course, evidence of such (official transcript) must be presented to the accounts payable clerk along with a receipt showing payment for reimbursement. A minimum grade of B or pass must be earned in the course. Evidence required for reimbursement must be submitted within 30 days of course completion.