

Summers County Board of Education Policy

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Page 1 of 1

Code: IV-M-8

Reference: Board Minutes

Tuition Reimbursement

Summers County Schools, based upon the availability of federal funds, may assist in the payment of college tuition for professional personnel. Title II funds must first target the need for highly qualified teachers in core academic areas.

All teachers who apply for tuition reimbursement must first apply to the West Virginia Department of Education. The Office of Professional Preparation will respond to an applicant's request for reimbursement with one of three notifications. If the applicant is denied at the state level because documentation with the application was insufficient, the applicant will not be eligible for local funding. If the state notification indicates the applicant is not eligible because all state funds have been expended or the individual has reached the 15 semester hour limit, the applicant may apply at the local level for Title I or II funds.

To apply at the local level, the teacher applicant must have obtained at least a 3.0 GPA on the coursework for which reimbursement is sought. In addition, the applicant may only be reimbursed locally for 15 credit hours in addition to the 15 allowed by the state unless the applicant has obtained prior approval from the superintendent/staff development office based upon an anticipated need in the county.

To receive tuition reimbursement, teachers in eligible Title I schools must be seeking reimbursement for coursework leading to highly qualified status in either a core academic area or completing coursework for a Reading Specialist Certificate.

To apply for reimbursement, after first applying to the state, the teacher employee shall submit the letter from the state to the Title I and II Director. Reimbursements will be made in June and will first be made to teachers seeking to become highly qualified in a core academic area. Any money left will be used for reimbursements on a first submitted first served basis until the budgeted amount is spent.

In addition to reimbursing core academic teachers, Title II funds may be used to reimburse personnel for obtaining special education certification in core academic areas, and for administrators and aspiring administrators. Application for this reimbursement needs to be submitted to the Title II Director before the class is taken and should include the reason for the class and the cost. After the class is completed, the applicant shall submit the receipt for the class and a transcript indicating the earned grade which must be at least a B or in pass/fail classes, a pass must have been earned. Reimbursements will be made on a first approved first served basis.

Should any employee who has been reimbursed by the county choose to leave the county system within two years of the fiscal year during which reimbursement was made, the employee will repay the reimbursement to the county.