

# Person County Schools

## Guidelines for Tuition and Praxis Reimbursement (Teachers and Paraprofessionals)

### Eligibility

The Person County Schools will provide course reimbursements for the following employees:

- 1) Lateral entry teachers completing coursework
- 2) Teachers completing coursework for initial certification purposes
- 3) Praxis II reimbursements for those teachers needing testing to meet licensure requirements
- 4) Praxis II reimbursements are also available to teachers, who hold a clear teaching license in one or more teaching areas, who wish to add another teaching area to their teaching license if requested by administration or required by the Human Resources Department.
- 5) Teachers working on a graduate degree in a Highly Qualified subject/content area

### Documentation Requirements

- Immediately after you register and prior to taking the course and/or PRAXIS, you must complete the Person County Schools Tuition and Testing Reimbursement Form (TR-1)
- You must show proof that you have taken the PRAXIS (score report) for PRAXIS reimbursement.
- You must provide receipts for coursework, textbooks, and/or examination fees.
- You must provide a course listing and grade report for each course and/or examination.

### What expenditures will be reimbursed?

- Employees seeking reimbursement for college, university and community college coursework can be reimbursed **up to \$300 per course** for the actual costs of their tuition, textbooks and most\* fees. The maximum yearly amount available is **\$600**.
- Praxis Testing for HQ and/or licensure requirements

### Grade Requirements

- Teachers taking coursework must make a minimum grade of "C" or higher to qualify for reimbursement.

### IMPORTANT

- Employees must sign an agreement on their request form which states that the reimbursement will be repaid to the district **in full** should the employee *voluntarily* leave the Person County Schools less than 24 months after receiving the reimbursement.
- The Person County Schools will not reimburse financial aid or payments made through a grant of any kind.
- Reimbursements are made to repay the employee for personal/out-of-pocket expenses made in pursuit of his/her higher education.
- Allow up to three weeks for processing.

*\*Excludes parking and late registration fees*

**Person County Schools Tuition and Testing Reimbursement Form (TR-1)**  
**(Revised August 2011)**

**Section 1: Prior Approval:**

To qualify for reimbursement, this form must be completed and approved prior to taking a course or test. Prior Approval Requests must be received by the following due dates:

- First semester courses/test requests must be received by September 15.\*
- Second semester courses/test requests must be received by December 10.\*
- Summer session courses/test requests must be received by April 15.\*

\*Late requests will **NOT** be approved.

Participant's Name _____	Date of Request _____	School or Department _____
Title and number of Course(s) or Test(s)		
1. _____		Beginning date: ____/____/____ Ending date: ____/____/____
2. _____		Beginning date: ____/____/____ Ending date: ____/____/____
Educational program: _____ (\$300.00 max. per course/test; \$ <b>600</b> max. per year)		
<b>PRAXIS TESTING:</b>	<b>SUBJECT AREA:</b> _____	
	<b>AMOUNT:</b> _____	
	<b>DATE OF TESTING:</b> _____	
	<b>TESTING LOCATION:</b> _____	
_____ <b>Employee Signature</b> (I accept the legal regulations outlined below)	_____ Date	
_____ <b>Human Resources Signature</b> (I support this request)	_____ Date	

<b>For Central Services Use Only:</b>	<b>Received by HR Department</b> _____ (Initial/ Date)
_____ <b>Prior Approval Granted (mark funding below)</b>	
_____ <b>Disapproved (reason)</b> _____	
<b>HR Department Signature/date</b> _____	

**Section 2: Reimbursement Request (Resubmit form after successful course/test completion)**

**\*Detailed receipts and transcript must be attached.\***

This form is to be resubmitted to the HR Department within 30 days of course/test completion if reimbursement is requested. For courses/tests completed in June, the request must be received in HR by June 26. Prior approval must have been given per the instructions below.

In accordance with the established guidelines for the Tuition Reimbursement Program, I, \_\_\_\_\_ (sign), do hereby contractually agree to continue to teach/work in the Person County School System for a minimum of 24 months from the date of this tuition reimbursement, or if for a testing reimbursement, I agree to continue to teach/work for a minimum of 12 months for the Person County Schools from the date of this reimbursement.

If I, \_\_\_\_\_ (sign), should leave employment with the Person County Schools prior to completion of the required employment agreement, I agree to refund the entire amount I received in reimbursement. I understand that the entire amount is due prior to receiving my last paycheck. If the full amount of refund is not received by the school finance officer 10 days prior to my separation date, I understand that the finance officer will deduct the full amount from my last check. If insufficient funds are available from my salary, I am obligated to refund any remaining balance immediately.

My signature below signifies that I have read, understand, and agree to the stipulations of the Person County Schools Tuition and Testing Reimbursement Program.

\_\_\_\_\_  
**(Employee Signature/Date)**

**For Central Office Final Approval/Disapproval Use Only:**

**Initials:** \_\_\_\_\_

\_\_\_\_\_ Approved for \$\_\_\_\_\_ Date Check Sent to Applicant: \_\_\_\_\_

\_\_\_\_\_ Disapproved Reason \_\_\_\_\_

**Funding Source:** \_\_\_\_\_ **PRC 103 (3-5110-103-352-\_\_\_\_-062)**

**Funding Source:** \_\_\_\_\_ **Local (2-5330-000-352 - \_\_\_\_-000-001)**

\_\_\_\_\_  
**HR Department signature /Date**

## Instructions and Legal Agreements Applicable to the Person County Schools Tuition and Testing Reimbursement Program

**(Please Note: Effective August 1, 2011, the Tuition and Testing Reimbursement Program will only be available to those completing courses for teacher licensure, courses to add a master's in HQ subject area/content, completing testing requirements for teacher licensure, and testing to add on teaching areas to clear teaching licenses.)**

### Tuition and Testing Reimbursement Approval Process:

1. Reimbursement is limited to employees who request and receive prior approval for a course or test. This is necessary to ensure that funding is available. Reimbursement funds are extremely limited and are offered on a first come, first served basis. Funds are offered to employees working in high need areas on a priority basis and to other areas if available. All Title II funds must serve teachers in Highly Qualified core areas (this does not include student support). Once all funds have been encumbered, no additional reimbursements can be approved or granted. If prior approval is granted, a maximum of \$300.00 per course/test, not to exceed **\$600.00** per fiscal year (July 1-June 30) will be reimbursed upon successful completion of the course(s) or test.
2. Tuition reimbursement is available to any full-time PCS employee taking a pre-approved, undergraduate or graduate level college course, provided the coursework is for an approved teaching licensure area. Testing cost reimbursements for the teaching area Praxis must be for pursuit of licensure or adding on a teaching area to a clear teaching license.
3. To complete the prior approval process and ensure funds are available, complete the top portion of the TR-1 Form and submit it to your principal/director prior to enrolling in a course or registering for a test. Your principal/director will sign the form and forward your request to the HR Department. You should receive approval/disapproval from the HR Department within 5 days of receipt of the request. If you have not received confirmation within five working days, contact your principal.
4. **Prior Approval Requests must be received by the following due dates:** First semester courses/test requests must be received by September 15. Second semester courses/test requests must be received by December 10. Summer courses/test requests must be received by April 15.
5. Reimbursements are paid upon successful completion of the course/s or test. Requests for reimbursements must be made within 10 days of course completion. See #7 below for summer school timelines. Funds cannot be granted in advance of course(s) or test completion.
6. Once the course(s) or test has been completed, the bottom portion of form TR-1 must be completed and resubmitted to the associate superintendent along with successful grades/scores and receipts (for tuition, registration and/or books) within **ten (10) days** of completion of the course/test. **For summer session courses ending in June, all reimbursement requests must be made by June 23 to meet state auditor requirements. If a course ends in late June and your proof of successful completion will not be available by June 23, you must make prior arrangements with the HR Department on how you will provide acceptable documentation for reimbursement by June 23.** Successful grades are defined as a 'B' or higher for graduate level courses and a 'C' or higher for undergraduate courses. Successful testing results are defined as passing scores that meet NC requirements for licensure. Allow 4-6 weeks for reimbursement processing.
7. To receive CEU credit, complete the out-of-county credit request, as usual, and submit all completed paperwork to Principal/Director for approval. The Principal/Director will forward to the Professional Development Coordinator.

### Legal Agreement

1. Accepting PCS tuition reimbursement funds requires the employee to maintain continuous employment with the Person County Schools for a designated period of time. Tuition reimbursements require a minimum of 24 months of employment service from the date of the reimbursement. Testing reimbursements require 12 months of employment service from the date of the reimbursement. If the employee does not meet the employment service requirement stated above, full repayment of the reimbursement funds is required.
2. If the employee should leave employment with the Person County Schools prior to completion of the required employment agreement, a full refund is required from the employee for any amount paid within the specified 24-month or 12-month period as outlined above. The entire amount must be paid prior to receiving a final paycheck. If the full amount of refund is not received by the school finance officer 10 days prior to separation date, the remaining balance will be deducted from the final paycheck. If insufficient funds are available, the employee is obligated to make satisfactory arrangements with the finance officer to complete payment. If legal or collection agency services are required to collect the debt, the employee will be liable for all fees associated with the cost of debt collection.