

COST REIMBURSEMENT FOR CREDIT HOURS

Upon request/approval of the Director and agreement by the educator, said educator will complete college or university coursework in a designated class or discipline. The primary purpose of this is to offset the cost of obtaining special education certification for those educators hired under the Waiver and Provisional licensure programs, as well as to help train educators for hard to fill positions. The Board of Directors will reimburse for up to 12 credit hours of tuition per school year (beginning Aug 1 and ending July 31) for successful completion of requested coursework. Reimbursement will be at a rate of \$150.00 per credit hour or actual cost, whichever is less. Educators must submit the Application for Tuition Reimbursement to the director (see timeline below) and upon approval will be eligible for reimbursement following completion of the course. Once the course is completed the educator should submit proof of successful completion and receipt showing actual tuition cost. It is the expectation of the Board of Directors that by accepting reimbursement for requested coursework for any semester that the educator agrees to remain employed with the NCKSEC for that semester and at least one additional semester. Should the educator choose to cease employment with the NCKSEC without fulfilling this expectation the Board may request repayment accordingly.

Requirements for Educator Eligibility:

1. Written request from Director for completion of coursework.
2. Plan of study signed by the college/university licensure officer.
3. Application for Tuition Reimbursement to the director no later than:
 - May 15 for the summer session
 - August 15 for the fall session
 - December 15 for the spring session
4. Receipt showing actual tuition cost.
5. Transcript or grade card proving successful completion of coursework (passing grade).

Application for Tuition Reimbursement

Application must be completed and submitted to the director no later than:

- May 15 for the summer session
- August 15 for the fall session
- December 15 for the spring session

If approved the educator will be eligible for reimbursement of \$150.00 per credit hour or actual cost, whichever is less for up to 12 credit hours of tuition per school year (beginning Aug 1 and ending July 31).

Date:	
Name:	
Position:	

Please Check One Spring Semester Summer Semester Fall Semester

Courses and Credit hours for which tuition reimbursement is being requested		
Courses	Credit Hours	Cost/Credit Hour

*Please attach an updated Plan of Study from you college/university

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Applicant Signature Date

Director Signature Date

Director signature indicates approval of anticipated reimbursement. Reimbursement will not be made without receipt showing actual tuition cost and transcript or grade card proving successful completion of the coursework.