

Colonial Heights Public Schools

TUITION ASSISTANCE REQUEST

Staff Development funds are available to help teachers and paraprofessionals become properly licensed and endorsed, increase content knowledge and effectiveness of principals, teachers and other school leaders, and provide evidence-based professional development for eligible staff. **Reimbursement of college tuition and/or program registration expenses may be up to \$800 per semester, not to exceed \$1,600 per school year (July 1 → June 30).** The cost of textbooks or miscellaneous fees is not covered by tuition assistance. It is important to note that requests will be considered on a funds available basis.

To request tuition assistance, please complete the following steps:

1. Submit a *Tuition Assistance Request Form* and *Course Description* at least 30 work days before the start of the course/program to **Doris Swearingen, Instructional Services Secretary** in the School Administration Office. A signed copy of the request will be returned to the staff member as either approved or not approved for reimbursement.
2. After obtaining approval, the applicant must pay the appropriate cost for the course/program. For applicable courses, a final grade of “C” or higher must be earned to receive reimbursement.
3. Upon completion of the course/program, the applicant should submit/return the following documents:
 - An approved *Tuition Assistance Request* (Form C1) and *Evaluation Form* (Form C2),
 - An academic transcript, grade sheet, or certificate of completion; and a
 - Receipt of payment

Note: In order to receive reimbursement, the applicant must be under contract for the semester following the one in which the course was taken.

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NAME _____ SCHOOL/OFFICE _____
One (1) name per form

Beginning date: _____ Ending date: _____

College/University (if applicable): _____ other: _____

Course/Program format: In-person Online Hybrid

Course # (if applicable)	Course/Program Title	# of Course Credits or Program Hours

The course I am requesting qualifies under the following criteria:

License Master's Degree Endorsement Recertification

Other: _____

Are you enrolled in a degree program? Yes, _____ No
Name of Program & Institution (if different than listed above)

Course Registration / Tuition Cost	\$ _____
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Signature of Applicant: _____ Date Submitted: _____

Signature of Supervisor: _____ Date Approved: _____

APPROVAL FOR THIS ACTIVITY IS CONTINGENT ON THE WILLINGNESS OF THE PARTICIPANT TO SHARE ITS CONTENTS WITH DIVISION STAFF AS REQUESTED.

COMPLETED BY CENTRAL OFFICE

APPROVED FOR REIMBURSEMENT? Yes No

Approved for Reimbursement of \$ _____

ELIGIBLE FOR TITLE II FUNDING? Yes No

Signature: _____ Date
Jake Reynolds, Director of Assessment and Data

APPROVAL FOR PAYMENT OF \$ _____
Federal Budget Code: 10-611000-916-3130-00

APPROVAL FOR PAYMENT OF \$ _____
Other Budget Code: _____

Please attach all supporting documents.

Signature: _____ Date
Jake Reynolds, Director of Assessment and Data

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TUITION ASSISTANCE REQUEST

FORM C2

NAME _____ SCHOOL/OFFICE _____

Evaluation Form for Tuition Assistance

(After completing the course, please return with approved *Tuition Assistance Request Form*)

- | | | | |
|-------------------------------------------------------------------------------------------------------------------|-----|----|-----------|
| 1. Did the class meet its stated objectives? | Yes | No | Undecided |
| 2. Were requirements and assignments made explicit by the instructor? | Yes | No | Undecided |
| 3. Were important concepts clearly explained? | Yes | No | Undecided |
| 4. Did the instructor have command of the subject matter and the skill to transmit this information to the group? | Yes | No | Undecided |
| 5. Did the instructor show evidence of careful preparation and organization for the session(s)? | Yes | No | Undecided |
| 6. Did the instructor set a favorable environment for learning situation? | Yes | No | Undecided |
| 7. Did the instructor encourage participation including the expression of differing viewpoints? | Yes | No | Undecided |
| 8. Were lectures and assignments relevant to the class objectives? | Yes | No | Undecided |
| 9. Would you recommend this class as taught by this instructor? | Yes | No | Undecided |
| 10. What was important from this course that applies to your classroom teaching? | | | |

11. What were the important concepts presented in the course?

12. How could you share the knowledge gained from the course with your colleagues?
