

USE OF FEDERAL FUNDS FOR TUITION ASSISTANCE

Tyler County Schools may assist in the payment of college tuition for regularly employed instructional and administrative personnel who qualify for reimbursement benefits under federal guidelines and West Virginia Board of Education Policy 5202.

Eligibility

In order to be eligible to receive tuition assistance, the coursework shall:

- increase the individual's subject matter knowledge; or
- increase the individual's teaching skill; or
- assist the individual in becoming highly qualified, or
- support the individual's acquisition of certification in an area that has an insufficient number of certified teachers, or
- assist individuals to earn certification in administration.

Rules for Tuition Assistance

Employees must first request tuition reimbursement through the WVDE Office of Professional Preparation. Forms to make this request can be acquired through the Tyler County Department of Human Resources or on-line at the West Virginia Department of Education (WVDE) website.

If denied for tuition reimbursement by the WVDE, the applicant can request tuition assistance from available federal funds by submitting the following documents to the county personnel office:

- A. Evidence of denial from the WVDE Office of Professional Preparation
- B. A copy of the application for tuition reimbursement submitted to WVDE (Form 36)
- C. Attach proof of payment.
- D. Attach a copy of transcript/grade report

An individual must complete coursework prior to applying for reimbursement. The individual must have received a letter grade of an "A" or "B" in order to receive reimbursement for undergraduate or graduate courses. Reimbursement will not be granted for courses that are Pass/Fail or Satisfactory/Unsatisfactory, unless the registrar verifies in writing that these grades

are minimally equivalent to a 3.0 GPA and meet requirements for a program leading to additional certifications and / or renewal of existing certificates.

The amount of money available for assistance with tuition is dependent upon the amount of available funding and may vary from year to year.

Instructional personnel are encouraged to notify the Director of Human Resources by April 1 each year of courses they plan to take the following fiscal year (July 1 through June 30), and for which employees plan to request reimbursement. This notification is for budgetary purposes.

Reimbursement is limited to a maximum of (12) credit hours per employee during any one fiscal year.

Requests for tuition reimbursement will be processed at two (2) times during each fiscal year. Reimbursement applications for coursework completed during the summer and fall terms will be processed in January. Requests for tuition reimbursement for coursework completed in the spring term must be received in the personnel office by June 15 each year.

Until available funding is exhausted, all requests will be prioritized for payment according to the following criteria:

Tier I – Top Priority

- Teachers seeking additional certification in instructional areas related to academic programs.
- Teachers seeking to meet Highly Qualified Teacher requirements.

Tier II – Second Priority

- Teachers seeking administrative endorsements, and / or administrators renewing existing certificates.

Tier III – Third Priority

- Other situations not listed in Tier I or Tier II above.

Should an employee choose to leave the system within the fiscal year during which courses are taken, reimbursement will be withheld.

Source: West Virginia Board of Education policy 5200

Date approved and revised: 11/8/18, 4/07/15, 2/20/12, 1/22/08, 10/18/04