

HARDY COUNTY FILE: GCH

REIMBURSEMENT OF TUITION FOR PROFESSIONAL EDUCATION STAFF

The Hardy County Board of Education, based on the availability of federal funds, may assist in the payment of college tuition for instructional personnel, (both regular and substitutes), and administrative personnel who qualify to receive benefits under federal guidelines. Reimbursement will not be granted for courses that are Pass/Fail or Satisfactory/Unsatisfactory. Reimbursement will only be issued for courses issuing a letter grade. Hardy County Schools may also enter into agreements with institutions of higher education to offer courses at a reduced tuition.

This policy shall apply to the reimbursement of tuition through the use of Title I, Title II, Title V, or other federal funds obtained, under the following guidelines:

- 1) He/She has completed the course at the graduate level with a grade of A or B, at a recognized, accredited institution of higher learning;
- 2) The course is specific to the content assignment being taught by the individual and will assist them in becoming "highly qualified";
- 3) Support the individual's acquisition of certification in an area that has an insufficient number of certified teachers and is requested by the Superintendent on behalf of the Board; OR
- 4) The course is being provided through a contractual agreement specifically for Hardy County Schools regarded as a certification in a severe shortage area.

Reimbursement will be contingent upon:

- 1) Professional Development money under Title I, Title II or Title V being available, AND
- 2) A need for the certification has been determined and requested by the Superintendent.
- 3) The reimbursement amount will be contingent on the total amount budgeted in the grants for the particular certification requested and identified in the LEA's needs assessments for the federal projects. This funding may vary from year to year.
- 4) Reimbursement shall not exceed the public college tuition rate equivalent to the highest tuition within the State of West Virginia.

Responsibilities:

The Professional Development Office is responsible for collecting and maintaining verification of payment to the institution of higher learning, collection of verification of grade earned through an official transcript, and submitting a list of qualified professional educators staff to the Finance office (if applicable)

The Finance office will be responsible for issuing checks to individuals.

Exceptions:

Individuals requesting tuition reimbursement must apply to any other available WVDE, or other applicable agencies, prior to applying to Hardy County for reimbursement.

SOURCE: WV State Board Policy 5202

DATE: July 26, 2004

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