

TUITION ASSISTANCE APPLICATION GUIDELINES

July 1, 2019 - May 31, 2020

IMPORTANT INFORMATION

Applications for tuition assistance must be submitted two weeks before the start of the course. Funds are available annually on a first-come, first served basis until funds are depleted.

REQUIREMENTS FOR ELIGIBILITY

PCPS employees in good standing, who are classified as full-time are eligible for tuition assistance. Part-time and temporary work assignment employees are not eligible. The exception to this is part-time provisional teachers.

COURSE REQUIREMENTS

1. Must be taken at a regionally accredited college or university.
2. Cannot duplicate prior coursework;
3. Must result in a minimum passing grade of a “B” or better.
4. Pass/Fail courses are not eligible.
5. Courses **MUST** pertain to the educational career field.

PROCEDURE

In order to be considered for tuition reimbursement, participants must:

1. Submit a Tuition Assistance Request during the appropriate tuition assistance semester window (Summer/Fall or Spring) **two weeks before the start of the course.** Please allow one week for Tuition Assistance Request to be processed. **An approval or denial notification will be sent via email within a week of your request.**
2. Pay the full amount of the tuition directly to the college/university.
3. If request is approved, please submit the following:
 - a.) copy of the tuition assistance approval form
 - b.) proof of payment (must be an itemized receipt)
 - c.) transcript showing final grade.(If final grade is not shown on unofficial transcript, an official transcript will be required.) **Funds will not be provided until transcripts have been received by Human Resources.** **Documentation must be mailed or sent via interoffice mail (Attn: Crystal Goode).** **Courses which end in April or May must submit final paperwork by June 12, 2020.**

4. Failure to submit required documentation within the guidelines will result in loss of funding. Only tuition costs are considered for assistance; costs associated with books, fees, or other ancillary materials required are not included. **In the event the participant withdraws from the course or does not achieve the minimum passing grade, the participant is no longer eligible for tuition assistance for that specific course.**

In order to request tuition assistance, please click the link below:

[Tuition Assistance Application](#)

Tuition Reimbursement Forms on paper will no longer be accepted. You must use the tuition assistance application linked above.

The Allocation of Tuition Assistance

1. GENERAL TUITION ASSISTANCE

Tuition reimbursed by PCPS up to \$400 in the fiscal year.

- a. Coursework to complete license renewal requirements;
- b. Coursework to improve job-related practice or skill;
- c. Coursework to pursue an advanced degree; or
- d. Coursework to pursue an additional endorsement (not included in the priority areas).

2. PRIORITY TUITION ASSISTANCE

Tuition reimbursed by PCPS up to \$400 in the fiscal year.

FIRST PRIORITY: Provisional Licensure in Critical Shortage Areas

Coursework to complete Provisional Licensure requirements in PCPS identified critical shortage areas, which are: Mathematics, Special Education, Science, Technology Education, Elementary Education.