



Dare County Schools and Dare Education Foundation



Guidelines and Procedures for Tuition Assistance

Purpose of Tuition Assistance Program

- To provide an incentive for certified staff to seek an advanced degree in a specific content area
- To supplement the cost of required coursework for licensure and recertification
- To assist classified staff in becoming certified
- To support all school staff in their efforts to educate every child and to provide assistance for continuing education that is directly related to job function and that will directly benefit students

Criteria for Participation

To become eligible for reimbursement through the Tuition Assistance Program, individuals must complete a course designed to fulfill the requirements of an undergraduate or graduate degree at an accredited university, or complete coursework for recertification and/or licensure. Others who are interested in reimbursement for a course that does not meet these criteria may qualify for reimbursement at the discretion of the Superintendent and/or the Executive Director of Dare Education Foundation (if applicable).

Funding

Funds are available on a first come, first served basis. Applicants who meet the criteria for which the program was designed will be given priority consideration for reimbursement. Others who are approved at the discretion of the Superintendent and/or the Executive Director of Dare Education Foundation will be given consideration if funds are available. Dare County Schools will reimburse up to two hundred twenty-five dollars (\$225) per semester for one 3-hour course. The maximum amount of reimbursement per employee from Dare County Schools is four hundred fifty dollars (\$450) per year.

Additional funds are available through the Dare Education Foundation as noted below:

- \$125 per course, per semester (4 semesters) for tuition for individuals enrolled in one of the graduate degree programs sponsored by East Carolina University and Dare County Schools
- \$125 per course, per semester for tuition for individuals enrolled in an off-site undergraduate graduate degree programs
- \$125 per course, per semester for teacher assistants earning licensure
- \$125 per course, per semester for teachers/TA's completing courses that update or enhance their skills

Application Deadline

For reimbursement, applicants must submit a completed application along with supporting documentation and proof of payment to T-Gay Albert. The application deadline for reimbursement is June 1 for expenses incurred during the current fiscal/school year.

Documentation

Documentation may include an official grade report from an accredited university, an official university transcript, or a letter from the professor indicating completion of the appropriate coursework.

Proof of Payment

Proof of payment may be a statement from the college, copies of cancelled checks, charge card statements, or a receipt from the agency offering appropriate course.

