LEXINGTON CITY SCHOOLS TUITION REIMBURSEMENT PROGRAM FULL TUITION PROPOSAL AND CONTRACT

Name:		Date:	
Address:			
Current Assignment:	Current Degree:		
	Level	<u>Area(s)</u>	
Current License:			
Anticipated License/Degree:			
Anticipated Date of Completion:			
Total Number of Credit Hours Completed to	o Date:		

Please send verification from the college or university that you will attend of your acceptance to an approved program of study, which will lead to the degree or clear licensure area for your teaching area.

Lexington City Schools Full-Tuition Reimbursement Program is intended to assist teachers taking coursework required to meet licensure requirements and teachers adding a license area in a shortage area approved by the superintendent. Teachers are eligible to receive full tuition reimbursement for courses taken at an NCDPI-approved Educator Preparation Program (EPP), provided the teacher commits to remaining in a teaching role with LCS for at least 3 years after completing the licensure program. Each request will be considered individually with respect to the needs and resources of the system. Educators who receive approval are eligible to receive full-tuition based on the highest tuition charged at a UNC-system university. LCS will not provide tuition reimbursement for courses leading to licensure as a principal or superintendent. Financial aid must be reported and will be deducted from the tuition reimbursement total. Failure to report financial aid will disqualify the recipient from receiving any funds for tuition reimbursement. Tuition reimbursement received prior to discovery of financial aid must be repaid to Lexington City Schools. Teachers must pass the course(s) with a minimum grade of "C" in order to receive tuition reimbursement.

Rationale for Requesting Reimbursement:

In consideration for the reimbursement of tuition which is being made by the Lexington City Board of Education, the educator agrees to repay the amount in full in the event that he or she (a) does not complete the proposed course work satisfactorily or does not receive the anticipated degree or licensure area; or (b) does not remain employed by the Lexington City Board of Education for three full and complete school years after receiving the degree or licensure area.

Approved:	Date:
Educator	
Principal	
Superintendent	<u> </u>

NOTE: Upon completion of each course taken, you must submit to the superintendent or designee (1) a copy of the receipt for tuition paid, and (2) a transcript or grade report of the work for which you are requesting reimbursement, along with (3) the TUITION REIMBURSEMENT REQUEST form.

<u>Requests for reimbursement and appropriate paperwork must be submitted within 90 days of the completion of the course in order to qualify for reimbursement.</u>

LEXINGTON CITY SCHOOLS TUITION REIMBURSEMENT PROGRAM FULL TUITION <u>REIMBURSEMENT REQUEST</u>

At this time, I wish to request tuition reimbursement for course work completed under my Proposal for Lex	ington City
Schools Tuition Reimbursement Program submitted on Attached is my receipt for tuition	n paid and a
transcript or grade report of the work for which I am requesting reimbursement.	
Name:Date:	
School:Teaching Assignment:	
Subject Area, Course Number, and Title of Course(s) for which I am requesting reimbursement:	
Institution of Higher Learning Attended: Number of Credit Hours (Semester) for Course:Date course(s) were completed:	
Total Number of Credit Hours Completed to Date:	
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Signature of Educator

Approved:_____

Date

By:_____

Superintendent or Designee

Amount of Reimbursement:

<u>Requests for reimbursement and appropriate paperwork must be submitted within 90 days of the completion of the course in order to qualify for reimbursement.</u>