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SUPERINTENDENT

HUMAN RESOURCES  
JEFFERSON PARISH PUBLIC SCHOOL SYSTEM  
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CHIEF HUMAN RESOURCES OFFICER

## Title I Teacher Tuition Reimbursement

### Application Submission Due Dates:

**Summer window:** May 8, 2017- May 19, 2017

**Fall window:** July 24, 2017 - August 11, 2017

**Spring window:** November 27, 2017 – December 15, 2017

### 2017-2018 Tuition/Praxis Reimbursement Policy Change:

*Beginning May 8, 2017, any teacher applying for Tuition/Praxis reimbursement **must** be working in the position for which he/she is seeking certification; this includes certified teachers who are seeking add-on endorsements. **Any teacher seeking an add-on certification must apply for or possess an Out-of-Field-Authority-to-Teach certificate.***

### Instructions for completing and submitting the application for Tuition Reimbursement:

1. Applications must be completed in its entirety using **only** blue ink.
2. All courses that teachers wish to receive tuition reimbursement for *must* be listed on the first page of the application under the section titled "Courses Requested." **A teacher can only request reimbursement for up to 6 credit hours per semester. Reimbursement is not available for non-credit courses.** An attached program prescription must be submitted with your completed application packet. A course prescription outlines all required courses necessary for completion of the certification.
3. To participate in the Fall Tuition Reimbursement Cohort, completed applications must be **hand delivered** to the Recruitment & Selection Team in the Office of Human Resources by December 15, 2017. **Late applications will not be accepted.**
4. Upon application submission, a member of the Recruitment & Selection Team will collect and review your documents. You will receive an approved or denied, stamped copy of your completed application at the time of the submission.

### At the end of the academic semester, you must submit the following original documents to the Office of Human Resources to be eligible for reimbursement:

- Itemized fee bill from college/university (*University of New Orleans fee bills must state "paid by TPC."*) Teachers who pay tuition directly to the college/university **must** submit a fee bill with a zero balance.
- Grade report

These items are due by the following dates:

**Summer: July 24, 2017**

**Fall: December 15, 2017**

**Spring: May 18, 2018**

***Failure to submit required information by the listed deadline may affect your eligibility for reimbursement.***

For any questions, please email [becky.blanchard@jppss.k12.la.us](mailto:becky.blanchard@jppss.k12.la.us) or call (504) 349-7964.

*If you earn lower than a "C" in a course, withdraw from a class, receive an incomplete grade, or you are no longer an employee of the Jefferson Parish Public School System by the last day of the academic semester, the district shall not be responsible for tuition reimbursement.*