



HUMAN RESOURCES
JEFFERSON PARISH PUBLIC SCHOOL SYSTEM
501 MANHATTAN BOULEVARD
HARVEY, LOUISIANA 70058
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jpschools.org

DONNA W. JOSEPH
CHIEF HUMAN RESOURCES OFFICER

Title I Teacher Tuition Reimbursement

Application Submission Due Dates:

Summer window: April 30, 2018-May 11, 2018

Fall window: July 30, 2018-August 10, 2018

Spring window: November 26, 2018-December 14, 2018

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 **Spring** Tuition Reimbursement Cohort, completed applications must be **hand delivered** to the Recruitment & Selection Team in the Office of Human Resources by **December 14, 2018**. **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: August 13, 2018

Fall: December 14, 2018

Spring: May 17, 2019

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

For questions, please contact Tanya Dix, Certification Coordinator, at (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.