

EMPLOYEE TUITION ASSISTANCE FORM

Policy GCIE as revised July 1, 2004

You must receive approval prior to the first session of the course for tuition costs to be reimbursed.

*Submit completed form to: James Blizzard, Human Resources
Fax: 591-4698*

Name _____

Employee ID # _____

Location _____

Position _____

Employment Classification (Mark selection)

____ VA Licensed Teacher (VA Collegiate Professional or VA Post-Graduate Professional license)

____ VA 1-year Eligibility Teaching license

____ Conditionally or Provisionally-licensed teacher (must provide passing VCLA score to the Human Resources Department)

____ Licensed Administrator

____ Educational Support personnel

College/University _____

Course # _____

Course Title _____

Semester hours: _____

Graduate _____

Undergraduate _____

Beginning & Ending Dates of Course: _____

TUITION COST (not to include cost of fees or materials) \$ _____

Mark selections

____ Obtain professional teaching license

____ Additional teaching endorsement

____ Technology proficiency

____ Administrative/supervisory licensure

____ License renewal

____ Part of degree program

Courses approved for tuition assistance may or may not qualify as CONTENT courses for the purposes of licensure. Content courses for teachers without a master's degree are defined in the Virginia Department of Education publication, Licensure Regulations for School Personnel. It is the responsibility of the employee to contact the Human Resources Department with questions regarding content course requirements for licensure renewal. (NNPS Policy GCIE-P)

For tuition reimbursement, the employee must submit this form documenting approval, a grade report and/or transcript, and written documentation of the tuition payment to the Department Of Human Resources within thirty (30) days after successful completion of the course. Exceptions to this may be granted only when the grade report is not made available by the college within thirty (30) days and the employee has requested an extension in writing within this thirty (30) day period. Contact person: James Blizzard (881-5061 x.11128) or (James.Blizzard@nn.k12.va.us). NOTE: Under federal tax regulations, reimbursement for coursework may be taxable as per current IRS regulations.

Jump Start To Teaching Program

Member _____

I certify that the information provided on this form is accurate.

Signed _____

Date _____

***** OFFICE USE ONLY *****

Approved _____

Declined _____

Standby _____

Allowable reimbursement \$ _____

Reason: _____

Grade report & tuition receipt for reimbursement due by _____

Pay Out _____

Date _____

James Blizzard, Human Resources Department