MEMORANDUM

To: Directors, Exceptional Children Programs
    Lead Coordinators, Charter Schools

From: Sherry H. Thomas, Director SHT
       Exceptional Children Division

Subject: Application for 2020 Spring Tuition Reimbursement

Please provide the attached tuition reimbursement application to residency, lateral entry, or provisionally licensed teachers who are seeking to become fully certified in the education of children with disabilities. Review this memo carefully to ensure understanding of timelines associated with the application submission and the documentation required (grade report, payment receipt for course). Only fully completed applications signed by the LEA Exceptional Children Director/Charter Coordinator will be considered.

Limited spring tuition awards are available. Under this program, employed bachelor level special education K-12 teachers holding a current and verifiable residency, provisional or lateral entry license may apply for tuition reimbursement. The reimbursement is for the cost of one approved Spring course per semester. Each approved applicant will receive up to $110.00 per semester hour with a final grade of “B” or higher. The reimbursement is made from the Exceptional Children Division directly to the applicant after approval and upon receipt of all required documentation by the deadline (receipt and grade report). If the tuition is above the $110.00 per semester hour rate, it will be the responsibility of the recipient to assume the difference. These awards are made on a "first come, first serve" basis until the federal grant funds are exhausted. Submission of an application does not guarantee approval for reimbursement.

The Exceptional Children Division requests assistance from Directors/Charter Coordinators to help us avoid double funding participants. Whenever possible, teachers should seek funding through local sources or university grants. Doing so will permit this funding to help more teachers who do not have any other funding source.

Copies of this application packet may be reproduced as needed and will also be posted on the Exceptional Children homepage http://ec.ncpublicschools.gov/finance-grants/tuition-reimbursement/. Applications for Spring allocation awards must be received by May 8, 2020, and supporting documentation including proof of tuition payment and grade report of B or higher by June 5, 2020.

For additional information concerning this program, contact Ginger Starling, (919) 807-3977 or ginger.starling@dpi.nc.gov.

SHT/GS/kb

Attachment
APPLICATION FOR SPRING 2020 TUITION REIMBURSEMENT
Funds Limited to - Teachers with current and verifiable Residency, Provisional, or Lateral Entry Exceptional Children K-12 License

Important Information:
- This is an application only and must be submitted and approved to be considered for tuition reimbursement.
- The application must be complete, legible, and have the original "wet" signature of the EC Director/Charter Coordinator to verify appropriate employment position.
- Applicant must receive a final grade of "B" or higher in the course.
- Only one course per Spring semester will be reimbursed.

Applications must be received by May 8, 2020
Supporting Documents are due by June 5, 2020."
"Grade report and receipt verifying tuition payment
Mail completed application to:
Tuition Reimbursement
NCDPI, Exceptional Children Division
6356 Mail Service Center
Raleigh, NC 27699-6356

NAME:

HOME ADDRESS:
Box or Street     City     State     Zip Code     Home Phone

ADMINISTRATIVE UNIT:
City or County     School     Work Phone

SOCIAL SECURITY NUMBER:     EMAIL ADDRESS:

NAME OF UNIVERSITY
Beginning Date of Course _____ / _____ / _____

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<tr>
<th>COURSE #</th>
<th>COURSE TITLE</th>
<th>CREDIT HRS</th>
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1. PRESENT EDUCATION: B.A. or B.S., M.A. or M.S., Other ________________
2. Which Special Education area are you seeking licensure? Circle one: General or Adaptive
3. Do you plan to remain in your present position? Yes ___ No ___ Explain: __________
4. Do you currently hold a current and verifiable residency, provisional, or lateral entry license in special education? Yes ___ No ___ (IF NO, do not complete this form).
5. When do you expect to complete residency, provisional, or lateral entry license requirements? (Month) ______ (Year) ______
6. Applicant's Statement: I hereby grant permission to the university to report my grades to the Department of Public Instruction. I accept responsibility for paying for any charges incurred beyond the university's normal charge for special education course work above $110.00 per semester hour. I accept responsibility for costs due to late registration, out-of-state tuition and any non-tuition costs, such as books, travel, food, room, application fees, administrative fees, etc. I ensure that I am not receiving reimbursement from another source for this course.

Applicant (PRINT NAME)     Signature of Applicant     Date

SEND THIS APPLICATION TO YOUR EXCEPTIONAL CHILDREN PROGRAM DIRECTOR TO COMPLETE "EVIDENCE OF EMPLOYMENT."
EC Program Director: Please screen applicant carefully. RETURN this form to applicant if the course is not appropriate for their responsibilities, or the form is incorrectly filled out, or the local education agency has provided reimbursement.

1. I certify that the above numbers 1-6 are accurate.
2. I certify that the applicant holds a current and verifiable residency, provisional, or lateral entry license in special education.
3. Is this applicant under contract with your administrative unit as a teacher of exceptional children? Yes ___ No ___

EC Program Director/Charter Coordinator (PRINT NAME)     Signature of EC Program Director/Charter Coordinator     Date

FOR DPI USE ONLY:
- □ Application Approved
- □ Application Denied & Returned

Date     Date

- □ Did not meet deadline
- □ Submitted copy w/ original "wet" signature
- □ Not under contract as special education K-12 teacher
- □ Only one Summer course per semester will be reimbursed
- □ Incomplete application, see highlighted section