



# PUBLIC SCHOOLS OF NORTH CAROLINA

DEPARTMENT OF PUBLIC INSTRUCTION | Mark Johnson, Superintendent of Public Instruction

WWW.DPI.NC.GOV

May 12, 2020

## MEMORANDUM

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

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

### Application for 2020 Summer 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).

Limited summer 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 Summer Session 1 course and one approved Summer Session 2 course**. 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.

Due to COVID-19, we are accepting emails from EC Directors/Charter Coordinators verifying the applicant is employed as a teacher of exceptional children in lieu of a "wet signature". We still ask that applications be mailed due to the sensitive information they contain. These applications are time stamped as they arrive. Applications can be submitted as soon as the applicant enrolls in a course.

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 Summer allocation awards must be received by **August 14, 2020**, and supporting documentation **including proof of tuition payment and grade report of B or higher by September 18, 2020**. For additional information concerning this program, contact Ginger Starling, (984) 236-2592 or [ginger.starling@dpi.nc.gov](mailto:ginger.starling@dpi.nc.gov).

SHT/GS/is

Attachment

### EXCEPTIONAL CHILDREN DIVISION

Sherry H. Thomas, Director | [sherry.thomas@dpi.nc.gov](mailto:sherry.thomas@dpi.nc.gov)

6356 Mail Service Center, Raleigh, North Carolina 27699-6356 | (984) 236-2550 | Fax (984) 236-2099

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