

TERREBONNE

Parish School District

Section 1:

Tuition Assistance Application

Semester _____ Year _____ Name of Regionally Accredited College/University: _____

Name: _____
Last First Middle/Maiden Social Security Number

Home Street Address _____ Primary Contact Phone Number _____

City _____ State _____ Zip Code _____ School Telephone Number _____

Teacher Certification Type and Number _____ Area(s) of Certification _____ School Assignment _____
Rural
High Poverty

Position _____ Area(s) of Certification _____ Subject(s)/Grade(s) you are currently teaching _____

Check one of the following under Participant and Course Category:

- _____ A. Seeking Standard Certification _____ E. Relicensure
_____ B. Seeking Highly-Qualified under NCLB _____ F. Masters/Teacher Leader Endorsement
_____ C. Alternative Certification Program participant _____ G. Educational Leader 1 Endorsement
_____ D. Certification in a Shortage Area

Only courses meeting the appropriate participant categories listed above may be approved for the Title I/Title II funds. These funds may not be used specifically for coursework needed (a) to increase overall grade point average for acceptance into a teacher education program; (b) certification in library science or guidance counseling; and/or (c) Specialist/Doctorate degree.

Courses Requested: The Department, Course #, and Course Title must be provided by the applicant.

Department	Course #	Course Title	Approved / Denied	LEA Adm. must Initial/Date review
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Section II: (Please read the statement below carefully before signing)

I understand that if I drop, withdraw, or fail to complete a credit course successfully for which tuition assistance has been applied for, no tuition will be remitted to me by my employing agency and that I will be responsible for payment. I give permission for all concerned in the implementation of the Terrebonne Parish Tuition Assistance Program to release information as required. I understand that I am required to pass the course with a minimum grade of "C".

Applicant's Signature _____ Date _____ Principal's Signature _____ Date _____

Agency Superintendent/Administrator Signature _____ Date _____

Instructions for Tuition Assistance Application

- Complete the entire application. Failure to provide all necessary information will result in denial of your application
- Submit your application with a copy of your fee slip as soon as you have paid your fees. **DO THIS AT THE BEGINNING OF THE SEMESTER!**
- Submit a current prescription: A listing of all courses required for your certification. This list must be from the university you are attending.
- **ONLY ORIGINAL TUITION ASSISTANCE APPLICATIONS MUST BE SUBMITTED. COPIES OR FAXES ARE NOT ACCEPTABLE.**
- Once the semester is over, submit a copy of your grades. Reimbursement is only allowed on classes of a C or better.
- Applications must be sent to: Terrebonne Parish School Board Tuition Assistance Department P.O. Box 5097 Houma, LA 70361. You may also use the school mail.
- If you are denied tuition assistance, you may appeal the decision in writing to the Teacher/Para Quality Committee C/O Terrebonne Parish School Board Office within 15 days of the notification of denial.
- Appeals must submit a copy of the letter of denial; a copy of the application; a letter of justification from you.
- **WE WILL ONLY PAY UP TO TWO CLASSES IN THE FALL AND SPRING SEMESTER. WE WILL PAY UP TO THREE CLASSES IN THE SUMMER IF FUNDS ALLOW.**

Priority of funds for the TPSD Tuition Assistance Program in order of importance:

- To increase the number of certified teachers in the school system.
- Provide high quality professional development.
- Increase the pool of school/teacher leaders.

NOTE: Those seeking add-on certification fall under Master/TeacherLeader Endorsement.

Reasons for denial:

- Ineligible applicant
- Requested a course in a category that is disallowed
- Funds are not available
- Application is incomplete or inaccurate
- University is not approved