

PLEASANTS COUNTY SCHOOLS



TUITION REIMBURSEMENT PROGRAM REQUIREMENTS & GUIDELINES

Pleasants County Schools provides college tuition reimbursement as a component of our plan to meet federal requirements in accordance with Policy 5202, Licensure of Professional/Paraprofessional Personnel. Teachers who qualify can be reimbursed for graduate credit tuition using Title I (Title I schools only), Title II, and Individuals with Disabilities Education Act (IDEA) funding, as available. The amount of funding is limited; therefore, only those applicants who meet the following priorities will be considered.

1. **Criteria** As stated in W. Va. Code §18A-3-3a, an educator applying for tuition reimbursement must meet the following criteria:
 - holds either a valid West Virginia Teaching, Student Support, or Administrative Certificate or First Class Permit for full-time employment and is seeking an additional endorsement in a shortage area, and either resides in the state or is employed regularly for instructional purposes in a public school in the state; or
 - is seeking certification renewal and has a continuing contract in our district.

2. **Limitations** Reimbursement is limited to the cost of tuition, registration and other required fees only for appropriate college or university coursework used for license renewal or for an additional endorsement in a verified shortage area. Reimbursement for an educator who attends an out-of-state institution of higher education as described in W. Va. Code §18A-3-3a(d)(2), or a private institution of higher education may not exceed the amount of the highest corresponding tuition charged at a West Virginia state-supported college or university. Reimbursement for coursework completed towards certification renewal is limited to 15 semester hours of courses for any educator. Reimbursement for coursework completed towards an additional endorsement in a shortage area is limited to 15 semester hours of courses for any educator. The reimbursement for coursework completed in an area of critical shortage has been legislatively prioritized, as described in W. Va. Code §18A-3-3a(f). For reimbursement of shortage area coursework, the shortage area must be identified in county Policy 6018 Substitutes in Areas of Critical Need and Shortage. The educator must have completed the appropriate college or university coursework with a minimum 3.0 GPA.

Pleasants County Schools will process tuition reimbursement requests only after teachers apply for and are denied funding from the Office of Educator Effectiveness and Licensure due to a lack of funds. Applications denied by the WVDE for any other reason will not be considered by Pleasants County Schools.

Applications will be processed in the following priority order:

- Teachers who are not certified and meet the provisions delineated in ESSA (working on a permit);
- Teachers who are working towards certification in an identified high needs field; and
- Application receipt order.

Application Deadlines:

WVDE: Reimbursement for courses completed toward certification renewal is limited to 15 semester hours of courses for any educator. Reimbursement for educators completing courses will be limited to 15 semester hours of coursework completed towards an additional endorsement in a shortage area. The educator must have completed

the appropriate college or university coursework with a minimum 3.0 GPA.

Reimbursement Schedule:

The reimbursement for courses completed towards an additional endorsement, or for the renewal of a license, in an area of critical shortage is prioritized. A request for tuition reimbursement must be received by the WVDE no later than June 15 of each year for coursework completed during that fiscal year.

Pleasants County Schools:

Applications due to Pleasants County Schools by July 30th for coursework approved by WVDE for the previous fiscal year but denied for lack of funds. Applications received after the above deadlines will not be considered. Application can be made upon receipt of an out-of-funds letter from the WVDE stating that state funds are exhausted.