

Procedures for Submitting Tuition Assistance Applications

St. Tammany Parish has funding to assist teachers and paraprofessionals for the 2009-2010 school year. There is also funding available to reimburse teachers for Praxis fees to become highly qualified. Tuition assistance and Praxis reimbursements will be awarded using the guidelines below until funds have been exhausted. *Special Education* funds are available to teachers currently teaching the disabled population on an OFAT certificate or taking graduate level coursework in special education, special education paraprofessionals, or interpreters who take a sign language course. *8(g) Local Teacher Quality Block Grant* funds are available to assist teachers with an OFAT certificate and those seeking to become Highly Qualified in their current teaching position. *Title I* funds are available to teachers and paraprofessionals home-based at a Title I school working in Title I eligible grades. Paraprofessionals may apply for this funding to become teachers in grades K-5. Praxis reimbursement is available through 8(g) and Title I for teachers seeking to become Highly Qualified in their current position.

Listed below are the procedures for applying for tuition assistance funds. These procedures will be reviewed annually and may be revised accordingly.

1. Secure the appropriate Tuition Assistance Application form and the University’s receivable form from this website or the St. Tammany Parish School Board Blackboard site for Employees. 8(g) Local Teacher Quality Block Grant, Federal Programs Teacher Tuition Assistance, Paraprofessional Tuition Assistance

2. Mail or send application via courier to the appropriate office:
8(g) Local Teacher Quality Block Grant: Jefferson East, 227 N. Jefferson Avenue, Covington, LA 70433, Attn: Rebecca Becnel

Special Education: Harrison Curriculum Center, 706 W. 28th Avenue, Covington, LA 70433, Attn: Jeanne Blume

Title I- Federal Programs Office, 71460 Edna Street, Covington, LA 70433 Attn: Lucy Vennen.

UNO and SLU students must send university’s receivables with the completed application. *Fax copies will not be accepted.*

SEMESTER -----	APPLICATION DEADLINE DATES
Spring 2010 -----	December 11, 2009
Fall 2009 -----	July 15, 2009

3. Tuition assistance awards will be made based on *(1) tuition assistance prioritized criteria and (2) date application received in the appropriate office.*

4. Tuition assistance awards will be granted on the basis of \$200.00 **per course** for identified courses at approved universities. Teachers are limited to two courses per semester. The St. Tammany Parish School Board will pay the tuition assistance award directly to the university if the school district has an interagency agreement with the university. If there is no interagency agreement with the selected university, the teacher will have to pay the full tuition and seek reimbursement from the St. Tammany Parish School Board for the tuition assistance award. Tuition assistance will not be paid in the event that other grants have been secured to cover tuition expenses (ex. Pell Grant). The teacher will be responsible for reimbursing St. Tammany Parish School Board for tuition paid to a university that is then refunded to the teacher. No tuition will be remitted to either the university or the teacher if the teacher has dropped, withdrawn or failed to receive an A or B in the course for which tuition assistance was granted. The teacher would then be responsible for these fees to the university.

5. Paraprofessionals seeking tuition assistance must enroll in courses to become a teacher serving grades K-5. A course prescription must be submitted by the end of the second semester of tuition assistance showing prescribed courses to attain a teaching degree. Tuition assistance will not be paid in the event that other grants have been secured to cover tuition expenses (ex. Pell Grant). The paraprofessional will be responsible for reimbursing St. Tammany Parish School Board for tuition paid to a university that is then refunded to the paraprofessional. No tuition will be remitted to either the university or the paraprofessional if the paraprofessional has dropped, withdrawn or failed to receive an A, B or C in the course for which tuition assistance was granted. The paraprofessional would then be responsible for these fees to the university.

6. Notification of tuition assistance awards will be made within 2 weeks of the last date for application submission.

7. If you need to change a course after it was approved, you must complete a Request For Course Change Form and have the new course approved by the appropriate program supervisor.

Please call the following if you have any questions:

Rebecca Becnel -8(g)	985-898-6476	fax	985-898-6473
Jeanne Blume-SPED	985-898-3311	fax	985-898-3324
Lucy Vennen-Title I	985-898-3360	fax	985-898-3362

Tuition Assistance Prioritized Criteria

- A. Teachers in critical shortage areas* requiring courses for certification to maintain current teaching assignment (OFAT)
 - a. Teachers requiring 6 course hours to receive contract for next school year.
 - b. Teachers with mandatory 6 course hours required to receive contract for next year earned, but still needing course work to receive certification for current teaching assignment (prioritized from those needing the fewest hours of coursework to those needing the most coursework hours for certification for current teaching assignment.)
- B. Teachers certified, but not highly qualified, to teach in their current teaching assignment.
- C. Teachers certified to teach in their current teaching assignment but need professional development requirements for renewed certification (for personnel certificated after June 30, 2002, who hold Level 2 and Level 3 certificates).
- D. Teachers certified to teach in their current teaching assignment wishing to become certified to teach in a critical shortage area.
- E. Teachers certified to teach in their current teaching assignment wishing to increase leadership skills.

*The critical shortage areas list will be updated annually. For the Spring Semester of the 2009-2010 school year, the critical shortage areas in St. Tammany Parish School District are as follows:

- A. Special Education (OFAT-Disabled)
- B. Gifted
- C. Secondary Mathematics and Science Education
- D. English as a Second Language
- E. Foreign Language
- F. Minorities
- G. Administration