

LEXINGTON CITY SCHOOLS
TUITION REIMBURSEMENT PROGRAM
FULL TUITION
REIMBURSEMENT REQUEST

At this time, I wish to request tuition reimbursement for course work completed under my Proposal for Lexington City Schools Tuition Reimbursement Program submitted on_____. Attached is my receipt for tuition paid and a transcript or grade report of the work for which I am requesting reimbursement.

Name:_____Date:_____

School:_____Teaching Assignment:_____

Subject Area, Course Number, and Title of Course(s) for which I am requesting reimbursement:_____

Institution of Higher Learning Attended:_____

Number of Credit Hours (Semester) for Course:_____Date course(s) were completed:

_____Total Number of Credit Hours Completed to Date:_____

Lexington City Schools Full-Tuition Reimbursement Program is intended to assist teachers taking coursework required to meet licensure requirements and teachers adding a license area in a shortage area approved by the superintendent. Teachers are eligible to receive full tuition reimbursement for courses taken at an NCDPI-approved Educator Preparation Program (EPP), provided the teacher commits to remaining in a teaching role with LCS for at least 3 years after completing the licensure program. Each request will be considered individually with respect to the needs and resources of the system. Educators who receive approval are eligible to receive full-tuition based on the highest tuition charged at a UNC-system university. LCS will not provide tuition reimbursement for courses leading to licensure as a principal or superintendent. Financial aid must be reported and will be deducted from the tuition reimbursement total. Failure to report financial aid will disqualify the recipient from receiving any funds for tuition reimbursement. Tuition reimbursement received prior to discovery of financial aid must be repaid to Lexington City Schools. Teachers must pass the course(s) with a minimum grade of "C" in order to receive tuition reimbursement.

In consideration for the reimbursement of tuition which is being made by the Lexington City Board of Education, the educator agrees to repay the amount in full in the event that he or she (a) does not complete the proposed course work satisfactorily or does not receive the anticipated degree or licensure area; or (b) does not remain employed by the Lexington City Board of Education for three full and complete school years after receiving the degree or licensure area.

Signature of Educator

Approved:_____

Date

By:_____

Superintendent or Designee

Amount of Reimbursement:_____

Requests for reimbursement and appropriate paperwork must be submitted within 90 days of the completion of the course in order to qualify for reimbursement.