

**FISCAL MANAGEMENT****TUITION REIMBURSEMENT****USE OF FEDERAL FUNDS FOR TUITION ASSISTANCE FOR PROFESSIONAL PERSONNEL - TEACHER**

1. Ohio County Schools, based upon the availability of designated federal funds and need identified through the Five Year Strategic Plan may assist in the payment of college tuition for professional personnel who qualify to receive benefits under federal guidelines. The school system will identify areas of need to ensure that all teachers are highly qualified under federal legislation, and determine which courses are available for the reimbursement program. Reimbursement will only be issued for courses leading to certification or endorsement in identified areas of need. Ohio County Schools may also enter into third party agreements with institutions of higher learning to offer courses at a reduced tuition for employees.

All Ohio County teachers who apply for tuition reimbursement must be denied through the state tuition reimbursement system (i.e., receive a letter from the West Virginia Department of Education Office of Professional Preparation indicating that the application is denied due to either a lack of state funds or a June coursework ending date) before they are eligible to apply for reimbursement through the federally-funded program.

2. In order to be eligible to receive tuition assistance, the course(s) shall:
  - a) Assist the individual in becoming *highly-qualified* in the core content area(s), identified under federal legislation, in which he or she is currently employed as a teacher.
  - b) Support the individual's acquisition of certification in an area that has an insufficient number of certified teachers, according to identified needs.

3. For courses that are not offered through a contracted agreement with an outside entity, the individual must complete the course prior to applying for reimbursement. Upon completion of the course, the individual will submit a request for tuition reimbursement, a receipt issued to the individual from the institution granting the credit, and a transcript verifying the grade received in the course. In order to receive reimbursement for undergraduate courses, the individual must have received a letter grade of an "A", "B", or "C". Undergraduate credit can only be applied to certification in the core context subjects. The individual must have a letter grade of an "A" or "B" to receive reimbursement for a course at the graduate or doctorate level.
4. Financial assistance for tuition may be provided only for those areas that are identified in the LEA's Five Year Strategic Plan or federal projects needs assessment. Individuals accepting tuition reimbursement, must agree to remain under contract with Ohio County Schools for a minimum of two consecutive school years following completion of certification or advanced degree. Those who terminate their employment contract will be required to repay the tuition funds reimbursed.
5. The amount of funding available for assistance for tuition is dependent upon needs identified by Ohio County Schools and the amount of available funding, which will vary from fiscal year to fiscal year.

**USE OF LOCAL FUNDS FOR TUITION ASSISTANCE FOR PROFESSIONAL PERSONNEL - TEACHER**

Ohio County Schools, based upon the availability of designated state or local funds, may assist in the payment of college tuition for professional personnel who qualify to receive benefits based upon identified local needs outlined in the Ohio County Schools Five Year Strategic Plan.

**APPLICANTS ARE ELIGIBLE FOR REIMBURSEMENT THROUGH THE COUNTY PROGRAMS FOR THE FOLLOWING REASONS ONLY:**

1. When an applicant has submitted all required documentation to the state, and the application is considered as approved

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by the state but no state funds remain for reimbursement, then the applicant will be granted an "Out-of-Funds" letter. This letter will list the exact amount of reimbursement that would be paid to the applicant by the state if state funds remained. This letter may be taken to the federally funded programs for possible reimbursement.

2. When an applicant has submitted all required documentation to the state for coursework that has an official ending date during the month of June, and when the application is not received by the annual June 15 fiscal year deadline but is received before the end of the next fiscal year, then the applicant will be granted a "Coursework Ending in June" letter. This letter will list the exact amount of reimbursement that would have been paid to the applicant by the state if the application had been submitted by the June 15 fiscal deadline (and if state funds were remaining). This letter may be taken to the county federally funded programs for possible reimbursement.

**REGULATION REVIEWED:** April 10, 2017

**REGULATION REVISED:** September 23, 2008

**REGULATION ADOPTED:** May 25, 2005

**OHIO COUNTY BOARD OF EDUCATION**