

Summers County Board of Education

Scope: This policy is established to provide, subject to availability of local funds, possible reimbursement to professional employees who are denied tuition reimbursement from the state board of education due to exhaustion of state level funding.

Authority: W.Va. Code §18A-2-3; W.Va. Code §18A-3-3; W.Va. Code §18A-3-3a; W.Va. Code §18A-4-2a; State Board Policy 5202.

Adopted: May 26, 2004.

Amended: March 24, 2005; October 26, 2005; August 22, 2006; December 29, 2011; September 12, 2012; February 28, 2019; October 11, 2022.

Reviewed: September 27, 2022.

TUITION REIMBURSEMENT FOR EDUCATORS

The West Virginia Board of Education provides for tuition reimbursement for eligible applicants seeking certificate renewal or additional endorsement in a shortage area. In addition, the West Virginia Board of Education provides for reimbursement of expenses for classroom teachers who achieve national board certification status.

Summers County Schools, based upon the availability of funds, may assist in the reimbursement of payment of college tuition for educators seeking certificate renewal or additional endorsement in a shortage area. To be considered, an educator must first 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 is employed regularly for instructional purposes in a public school by Summers County Schools; or is seeking certification renewal, and has a continuing contract with the Summers County Board of Education.

All eligible educators who apply for tuition reimbursement must first apply to the West Virginia Department of Education for tuition reimbursement, pursuant to State Board of Education Policy 5202, and in conjunction with their employment with Summers County Schools. The Office of Professional Preparation will respond to an applicant's request for reimbursement with one of three notifications. If the application is granted at the state level, the applicant will not be eligible for local funding. If the application is denied at the state level because the applicant does not qualify or the documentation with the application was insufficient, the applicant will not be eligible for local funding. If the application is denied at the state level because all state funds have been exhausted, the applicant may apply for available funds at the local level as described below.

To apply for available funds at the local level, the applicant must meet the criteria for tuition reimbursement and must have obtained at least a 3.0 GPA on the coursework for which tuition reimbursement is sought. Tuition reimbursement for coursework completed towards certification renewal is limited to 15 semester hours of courses for any educator. Tuition reimbursement for coursework completed seeking an additional endorsement in a shortage area is limited to 15 semester hours of courses for any educator. Tuition reimbursement for an educator who attends an out-of-state institution of higher

education (IHE) or a private IHE may not exceed the amount of the highest corresponding tuition charged at a West Virginia state-supported IHE. Tuition reimbursement refers to any mandatory cost associated with tuition, as assessed by the IHE, excluding payment for books and supplies.

Should any employee who has been reimbursed by Summers County Schools choose to leave the county school system within three years of the fiscal year during which reimbursement was made, the employee shall repay the reimbursement to Summers County Schools in full.

To apply for reimbursement, the qualified applicant shall submit the letter of denial received from the Office of Preparation, the receipt for the coursework for which reimbursement is sought, and the transcript reflecting the grade(s) earned for the coursework to the Federal Programs Director, all within thirty days of receipt of the letter of denial from the Office of Preparation. Reimbursements will be made by the Board on a first-submitted, first-served basis, until such time that the funds budgeted for this purpose is exhausted for the fiscal year in which the request is received. Courses completed prior to July 1 of the fiscal year for which the denial was received will not be considered for tuition reimbursement.