

**Terrebonne Parish School District
Application for Teacher Tuition Assistance
School Year 2009-2010**



Section 1: To be completed by applicant (Print or Type)

_____ Semester _____ Year _____ Name of Regionally Accredited College/University: _____

Name: _____
Last First Middle/Maiden Social Security Number

Home Address _____ () _____
Home Telephone Number

City, State and Zip Code _____ () _____
School Telephone Number

Teacher Certification Type and Number	Area(s) of Certification	School Assignment Indicate if the school meets the following criteria: <input type="checkbox"/> Rural <input type="checkbox"/> Low Performing <input type="checkbox"/> High Poverty
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Position	Area(s) of Certification	Subject(s)/Grade(s) you are currently teaching
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Check the one that applies to the Participant:

- | | |
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| _____ A. Seeking Standard Certification | _____ E. Relicensure |
| _____ B. Seeking Highly Qualified under NCLB | _____ F. Teacher Leader Endorsement |
| _____ C. Alternative Certification Program participant | _____ G. Education Leader 1 Endorsement |
| _____ D. Certification in a Shortage Area | _____ H. Other _____ |

Only courses meeting the appropriate participant categories listed above may be approved for the 8(g) LTQ funds. These funds may not be used specifically for coursework needed (a) to increase overall grade point average for acceptance into a teacher education program; (b) certification in library science or guidance counseling; and/or (c) for advanced degrees.

Courses Requested: The Department, Course #, and Course Title must be provided by the applicant.

Department	Course #	Course Title	Approved / Denied LEA Adm. must Initial/Date review
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Section II: (Please read the statement below carefully before signing)

I understand that if I drop, withdraw, terminate employment or fail to complete a credit course successfully for which tuition assistance has been granted, no tuition will be remitted to me or to the university on my behalf by my employing agency and that I will be responsible for payment. I give permission for all concerned in the implementation of the tuition assistance program to release information as required.

Applicant's Signature	Date	Principal's Signature	Date
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Agency Superintendent/Administrator Signature	Date
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Instructions for Tuition Assistance Application

- Complete the entire application. Failure to provide all necessary information will result in denial of your application
- Submit your application with a copy of your fee slip as soon as you have paid your fees. **DO THIS AT THE BEGINNING OF THE SEMESTER!**
- Submit a current prescription: A listing of all courses required for your certification. This list must be from the university you are attending.
- **ONLY ORIGINAL TUITION ASSISTANCE APPLICATIONS MUST BE SUBMITTED. COPIES OR FAXES ARE NOT ACCEPTABLE.**
- Once the semester is over, submit a copy of your grades. Reimbursement is only allowed on classes of a C or better and you must be employed.
- Applications must be sent to: Terrebonne Parish School Board Tuition Assistance Department P.O. Box 5097 Houma, LA 70361. You may also use the school mail.
- If you are denied tuition assistance, you may appeal the decision in writing to the Teacher/Para Quality Committee C/O Terrebonne Parish School Board Office within 15 days of the notification of denial.
- Appeals must submit a copy of the letter of denial; a copy of the application; a letter of justification from you.
- WE WILL ONLY PAY UP TO ONE CLASS IN THE FALL AND SPRING SEMESTER. WE WILL PAY UP TO TWO CLASSES IN THE SUMMER IF FUNDS ALLOW.

Priority of funds for the 8g Program in order of importance:

- To increase the number of certified teachers in the school system.
- To increase the number of “highly qualified” teachers as defined by NCLB.
- Provide high quality professional development.
- Increase the pool of school/teacher leaders.

NOTE: Those seeking add-on certification or a Master’s Degree fall under school/teacher leader.

Reasons for denial:

- Ineligible applicant
- Requested a course in a category that is disallowed
- Funds are not available
- Application is incomplete or inaccurate
- University is not approved