

**2006-2007 TEACHER OF TOMORROW
TUITION REIMBURSEMENT PROGRAM (*)**

(*) Funding is supported through a 2006-2007 grant from the New York State Education Department

Questions and Answers

Q. What is the purpose of the Tuition Reimbursement Program?

A. The purpose of the Tuition Reimbursement Program is to reimburse teachers for approved courses taken towards meeting requirements for professional or permanent certification.

Q. What is the definition of an approved course?

A. An approved course is defined as: a course in a registered program for the preparation of teachers in an accredited New York State higher education institution, which is taken towards meeting requirements for professional or permanent certification to teach in the public schools in New York State.

Q. What are the eligibility requirements for tuition reimbursement?

A. The requirements are as follows:

1. Only teachers with initial, transitional or provisional certification who do not hold any permanent or professional certification to teach in public schools in New York State.
2. Courses must be at Masters Degree level.
3. Teachers must be a full time at Lyons CSD.
4. As a condition for accepting tuition reimbursement, teachers must agree to teach at Lyons CSD one year beyond the tuition reimbursement year. If the teacher leaves employment before the 12-month period, the teacher must provide a full refund to the district. (See service agreement clause on application form).
5. The teacher must successfully complete the course/s, scoring no lower than a B.
6. Only courses taken between July 2006 and June 2007 are applicable.
7. A copy of course payment/receipts and course grade/transcript must be attached to the reimbursement application form and submitted no later than June 1, 2007.

Q. What would the reimbursement amount be for those meeting the requirements above?

A. Grant guidelines from NYSED are very specific. The total amount paid to a teacher applicant who qualifies depends upon the total number of LCSD applicants. If more apply, less will be awarded to each eligible applicant. If fewer apply, more money will be awarded per course, but in no case will the reimbursement exceed \$700 per course, or over \$2,100 for the full year.

Q. What reimbursement formula will be used?

A.

- Each eligible teacher will receive up to \$700 per course for his or her first course.
- If a grant balance remains, the amount will be divided by the number of applicants for a second course, but will not exceed the \$700 maximum limit per course.
- If a grant balance remains, the amount will be divided by the number of applicants taking a third course, and will not exceed the \$700 maximum limit. No individual will receive more than \$2,100 for the year.
- Any unused/unclaimed tuition funds must be returned to the State Education Department by the School District.

Q. Where do I collect and file a tuition reimbursement form?

A. Please see Wendy Odit, Secretary to the Superintendent. Deadline for submission of the tuition reimbursement application is no later than **June 1, 2007**.

NOTE: Please see LTA contract (ARTICLE X In-Service Credit), item D. Teachers pursuing Masters' Degree programs over 30 credit hours must choose between the \$700/course reimbursement or the higher salary for credits in excess of 30– not both.