

APPLICATION FOR TEACHER/PARA/STAFF TUITION ASSISTANCE

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

_____ Semester _____ Year Name of 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 Area(s) of Certification School Assignment
 Number

_____ _____ _____
 Position Area(s) of Certification Subject(s)/Grade(s) you are teaching

Check one of the following under Participant and Course Category

Participant Category

- _____ A. Seeking Standard Certification
- _____ B. Alternative Certification Program participant
- _____ C. Seeking School/Teacher Leader
- D. Dual Enrollment

Course Category

- _____ A. Required for Certification
- _____ B. Teacher/School Leader
- _____ C. School Improvement Control
- _____ D. Seeking Degree

Only courses within the domain of "Education" will be eligible for tuition assistance.

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

<u>Department</u>	<u>Course #</u>	<u>Course Title</u>	<u>Approved / Denied</u>
			LEA Adm. must Initial/Date review

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

To be eligible for reimbursement final grade must be submitted to Human Resources no later than 10 days following the end of approved course. I understand that if I drop, withdraw, or fail to complete a credit course, or if my final grade is lower than a "C", that I will not be entitled to reimbursement by UVA. I also understand that I am expected to remain employed by UVA for at least 1 (one) year following the end of the course unless UVA deems it necessary to end my employment. Note: Proof of payment must be attached.

_____ _____ _____
 Applicant's Signature Date Principal/Supervisor Signature Date

_____ _____
 Associate Superintendent for Human Resources and Staff Development Date

Approval Amount \$ _____