

Franklin County Schools

Guidelines for Tuition/NC Licensure Testing Requirement Reimbursement for Teachers and Teacher Assistants (2023-24)

Eligibility:

The following Franklin County Schools employees are eligible for tuition reimbursement:

- Teacher Assistants working towards a 4-year degree in the field of Education
- Alternatively licensed teachers completing coursework and testing for licensure
- Teachers seeking to add certification in the areas of special education or mathematics by completing the required licensure tests

Teacher assistants, alternatively licensed teachers, and teachers seeking to add special education or mathematics certification are also eligible for reimbursement for required licensure tests as outlined by Policy LICN-003.

Pre-Approval for reimbursement is needed. To qualify to receive reimbursement, you must:

- **Complete the Tuition/NC Licensure Testing Requirement Reimbursement Request Form:**
 - Within 30 days of registering and paying for the course/Praxis/Pearson Testing AND
 - Prior to taking the course.
- Submit the following items along with the completed **Tuition/NC Licensure Testing Requirement Reimbursement Request Form**:
 - Registration/enrollment confirmation indicating the date of registration/enrollment
 - Payment confirmation for coursework, textbooks, and/or examination fees
 - **Teacher Assistants and Alternatively Licensed Teachers** must also submit a copy of their college Plan of Study (with their initial request only)
- Within 30 days of completion of the course/examination, submit the following items:
 - Official Score Report for PRAXIS/Pearson Examination
 - Grade Report for each course (*Note: Minimum grade of "C" is required for reimbursement.*)

Expenditures eligible for reimbursement include:

- **Up to \$750 per course** for the actual costs of tuition, textbooks, and most fees (excluding parking and late fees). *Note: The institution must be accredited through the National Council of Accredited Teaching Education (NCATE).*
- Reimbursement is available for module-based programs such as Pathways to Practice and Teachers of Tomorrow based on the teacher's progress toward completing his/her Plan of Study.
- Cost of registration and test preparation for required licensure tests, as outlined by Policy LICN-003.

Important Notices and Reminders:

- Employees must sign an agreement to repay any reimbursement funds to the district in full if he/she *voluntarily* leaves Franklin County Schools less than 24 months after receiving the reimbursement.
- Reimbursement is made to repay an employee for personal out-of-pocket expenses in pursuit of his/her higher education.
- Franklin County Schools will not reimburse payments made using financial aid, student loans, or grants of any kind.
- Allow up to four (4) weeks for processing.

Reimbursements are contingent upon available funding and, as such, are not guaranteed.