

Tuition Assistance Application

ST. BERNARD PARISH PUBLIC SCHOOL SYSTEM



Spring Semester Application Deadline: **November 15** Summer Application Deadline: **April 15**
 Fall Application Deadline: **June 15**

Add-On Certification in a Critical Shortage Area Educational Leadership I

Section I: General Information

Last Name: _____ First Name: _____ Middle Initial: _____

Employee ID Number: _____ School Assignment: _____

Position: _____ Area of Certification: _____ Grades/Subjects Teaching: _____

Social Security Number: _____ Cell Phone Number: _____

Home Address: _____

Section II: Courses

University or College Enrolled At: _____

Department	Course	Coursen #	Course Title

Section III: Employment Commitment

Receiving tuition reimbursement through the Tuition Assistance program requires a **two year employment commitment once you have completed your certification and/or have received your degree**. If you sever your employment at any point prior to the end of the two year commitment, you will be required to pay back the tuition reimbursement you have received.

To receive reimbursement, you must complete the Tuition Reimbursement Form on the district website (www.sbpb.org/tuitionassistance) by the deadlines specified. Please note, if you drop, withdraw, or fail to complete a credit course successfully (Grade A, B, or C) for which Tuition Assistance has been granted, not tuition assistance will be granted, therefore, you will be responsible for full payment.

Also, by applying for assistance you give the St. Bernard Parish School System permission to release information requested by outside agencies as required.

Employee Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____