



PUBLIC SCHOOLS OF NORTH CAROLINA

DEPARTMENT OF PUBLIC INSTRUCTION | Mark Johnson, *Superintendent of Public Instruction*

WWW.DPI.NC.GOV

TO: Directors, Exceptional Children Programs
Lead Administrators, Charter Schools

FROM: Sherry H. Thomas, Director *SHT*

DATE: September 3, 2020

APPLICATION FOR 2020 FALL TUITION REIMBURSEMENT

Please provide this memo with the electronic link to the [tuition reimbursement application](#) and attached instruction packet to residency, lateral entry, or provisionally licensed teachers who are seeking to become fully certified in the education of children with disabilities within grades K-12. Review this memo carefully to ensure understanding of timelines associated with the application submission and the documentation required (grade report, payment receipt for course, and copy of current license).

Note Changes: We are pleased to announce that beginning with the Fall 2020 Tuition Reimbursement opportunity, applications will now be completed electronically. In order to do that, we have eliminated the need to provide the applicant's social security number. Instead, they will submit their teaching license following the instructions provided in the attached document. We hope this method will streamline the process and make it easier to submit.

Once applications are received, EC Directors will be sent a secure electronic form to digitally sign attesting the applicant is currently employed by the district as an exceptional children's teacher in grades K-12 under a residency, lateral entry, or provisional license.

Limited fall tuition awards are available. Under this program, employed bachelor level special education K-12 teachers holding a current and verifiable residency, provisional, or lateral entry license may apply for tuition reimbursement. The reimbursement is for the cost of **one** approved Fall 2020 course. Each approved applicant will receive up to \$140.00 per semester hour with a **final grade of "B" or higher**. The reimbursement is made from the Exceptional Children Division directly to the applicant after approval and upon receipt of all required documentation by the deadline (receipt and grade report). If the tuition is above the \$140.00 per semester hour rate, it will be the responsibility of the recipient to assume the difference. These awards are made on a "first come, first serve" basis until the federal grant funds are exhausted. Submission of an application does not guarantee approval for reimbursement.

The Exceptional Children Division requests assistance from Directors/Charter Coordinators to help us avoid double funding participants. Whenever possible, teachers should seek funding through local sources or university grants. Doing so will permit this funding to help more teachers who do not have any other funding source.

Copies of this application packet may be reproduced as needed and will also be posted on the Exceptional Children webpage <https://ec.ncpublicschools.gov/finance-grants/tuition-reimbursement/>.

Applications including a copy of current license for Fall 2020 allocation awards must be received by December 11, 2020, and supporting documentation including proof of tuition payment and grade report of B or higher by January 30, 2021. For additional information concerning this program or to submit your supporting documents by email, contact Ginger Starling, (984) 236-2592 or ginger.starling@dpi.nc.gov.

SHT/GS/kb

Attachment

EXCEPTIONAL CHILDREN DIVISION

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