



Procedures for Submitting Tuition Assistance Applications

St. Tammany Parish Public Schools has funding to assist teachers and paraprofessionals with costs of obtaining teaching certifications for the 2021-2022 school year. Tuition assistance and Praxis test reimbursements will be awarded using the guidelines below until funds have been exhausted. Awards will be made based on the order that the completed application is received in the appropriate office.

Teacher and paraprofessional tuition assistance is available at \$450.00 per course for each course that a grade of A or B is obtained. Courses identified must be from state-approved universities. The assistance is limited to two courses per semester.

Praxis test fee reimbursements will be made for passing scores only. A Praxis Reimbursement Application form must be submitted. Only tests that have been pre-approved will be reimbursed.

Title I

Contact: Christi Cefalu 985-898-3360

Tuition Assistance

Who is Eligible?

- Teachers home-based at a Title I school seeking state certification for their current teaching position
- Teachers home-based at a Title I school seeking to obtain certification in one of the STPSB Areas of Focus
- Teachers home-based or assigned to a Title I school seeking Reading Specialist Add-on Certification
- Paraprofessionals currently home-based at a Title I school seeking a Louisiana teaching certificate in grades K-5 or special education teacher certification

PRAXIS Reimbursement

Who is Eligible?

- Teachers home-based at a Title I school currently teaching in a position for which they are NOT specifically certified to earn the specific state certification.

Special Education

Contact: Jason Dupuy 985-898-3360

Tuition Assistance

Who is Eligible?

- Teachers on an OFAT certificate currently teaching the disabled population
- Paraprofessionals seeking a Special Education teacher certification
- Interpreters who take a sign language course

PRAXIS Reimbursement

Who is Eligible?

- Special Education teachers currently teaching in a position for which they are NOT specifically certified to earn the specific state certification

Deadlines for Submitting Applications

<u>Semester</u>	<u>Deadline</u>
Summer 2021 -----	April 6, 2021
Fall 2021 -----	July 5, 2021
Spring 2022 -----	December 3, 2021

Application for Tuition Assistance

<u>Title I</u>	<u>Special Education</u>
Christi Cefalu	Jason Dupuy
Covington Educational Center	Covington Educational Center
71460 Edna Street	71460 Edna Street
Covington, LA 70433	Covington, LA 70433

Mail or send via courier to the program’s contact:

1. Completed appropriate Tuition Assistance Application (Teacher or Paraprofessional) form with the principal’s signature
2. Completed University’s Receivable form if attending SELU
3. Outline of course requirements for the intended certification from the University or the Louisiana Department of Education
4. Paraprofessionals applying for assistance must submit one of the following with the application in order to qualify for tuition assistance:
 - score at least a 22 on the ACT
 - score at least a 1030 on the SAT combined verbal/critical reading and math
 - take and pass all three parts (Reading, Writing, Mathematics) of the Core Academic Skills for Educators Praxis
5. If you need to change a course after it was approved, you must complete and submit a Request for Course Change Form to the program’s contact which will seek approval from the program’s Supervisor and Assistant Superintendent.

Notification of the approved award will be made within 2 weeks of the last date for application submission.

Faxed applications will not be accepted.

The St. Tammany Parish School Board will pay the tuition assistance award directly to the university **if** the school district has an interagency agreement with the university. If there is no interagency agreement with the selected university, the teacher will have to pay the full tuition and seek reimbursement from the St. Tammany Parish School Board for the tuition assistance award.

Tuition assistance can only be applied to the cost of tuition and does not include application fees, textbooks, technology, etc. Tuition assistance will not be paid in the event that other grants have been secured to cover tuition expenses (ex. Pell Grant). The employee will be responsible for reimbursing St. Tammany Parish School Board for tuition paid to a university that is then refunded to the employee. No tuition will be remitted to either the university or the employee if the employee has dropped, withdrawn or failed to receive an acceptable grade (A or B) in the course for which tuition assistance was granted. If a loan is secured to pay the tuition, payment in the amount of the awarded tuition reimbursement amount must be paid towards the loan and proof of the payment must be submitted before reimbursement can be processed.

Seeking Reimbursement after Completion of Course(s)

Mail or send via courier to the program's contact:

1. Proof of completion
 - If Tuition- final letter grade from the university
 - If Praxis test-score report (passing grades only)
2. Itemized invoice from the University or ETS
3. Proof of payment that clearly shows who made the payment

Requests for reimbursement **MUST** be submitted during the fiscal year in which the course(s) / PRAXIS test(s) were taken. Fiscal years begin July 1 and end June 30. Receipts dated outside of the current fiscal year cannot be submitted for reimbursement.

STPSB Areas of Focus

*The areas of focus will be updated annually. The focus areas are to be used to determine tuition assistance eligibility for the 2021-2022 FY and are as follows:

- A. Special Education (Mild/Moderate)
- B. Hearing Impaired
- C. Early Childhood Intervention
- D. Gifted
- E. Mathematics– Middle / Secondary
- F. Science- Middle / Secondary