

Title I Tuition and PRAXIS Registration Fee Reimbursement 2021 - 2022 School Term

Purpose

Title I funds are available to provide tuition reimbursement for college courses and PRAXIS fee reimbursements for teachers working to gain Louisiana certification.

The purpose of these funds is to

- Increase the number of classroom teachers that hold the standard Louisiana certification.

Guidelines – PRAXIS REIMBURSEMENT

Reimbursement will be made if:

1. Score is within 15 points of required passing score (your **1st time** for taking any type of Praxis Test)
 - **Ex. #1:** Required passing score is 162. You score 130. Request for reimbursement will be denied; You score 150. Request for reimbursement will be approved.
2. The next time you score same or higher score (did not pass)
 - **Ex. #2:** You take a test – score 148 – needed 162. Previously you scored 140. Request approved.
3. Score is a passing score. Request approved.

Documentation Required for Reimbursement

Assistance with PRAXIS fees

1. Proof of Test Date, Test Taken, and Amount of Registration Fee Paid
(**Note:** Upon request, ETS will send you an e-mail giving all of the required information. We cannot reimburse participants for fees charged for late registration.)
2. Copy of PRAXIS scores

Assistance with Tuition

1. Title I Teacher Tuition Assistance Form approved/dated by a Supervisor and signed/dated by School Principal prior to enrolling in course. (Keep)
2. Submitting for Reimbursement:
 - a. Copy of **Itemized** Fee Bill (**Note:** Title I funds can be used **ONLY** for Tuition. Other fees mandated by the university must be paid by the participant.)
 - b. Proof of Payment of Tuition
 - c. Copy of Official Transcript Verifying Course Completion/Grade Earned

***Note:** Teachers taking courses at out-of-state universities will be reimbursed at the rate charged by the University of Louisiana at Monroe. (Attending out-of-state universities will not get you Louisiana certified).

Fiscal Year 2021-2022

Funds may be used to cover expenses incurred from August 2, 2021 through May 6, 2022.

All documentation must be turned in to the Director of Federal Programs. The Director of Federal Programs' office is located at the Tensas Parish Educational Materials Center (318-766-3272).

Local Guidelines for Reimbursement

- No reimbursements will be paid for tuition fees for coursework completed without preapproval granted on the Title I Application for Teacher Tuition Assistance (School Year 2021 – 2022).
- As long as Title I funds are available, each eligible teacher will be reimbursed for **only one** university course (3 hours) per school term.
- Tuition for credit courses may be paid for participants who successfully complete **approved courses** as evidenced by a grade of A, B, C, or Pass for a Pass/Fail course. Reimbursement is **not allowed** for non-credit courses.
- To be eligible for reimbursement, the course taken **must** be courses which will help the teacher become certified. (Course Prescription)
- Teachers will be reimbursed **only** for the amount assessed for tuition. Other mandated fees charged by the university must be paid by the participant or other sources. (e.g., technology fees, parking fees, library fees, academic enhancement fees)
- Any costs associated with personal loans, credit cards, etc., to cover the initial cost of registration must be paid by the participant.
- All teachers will be reimbursed for **only two** PRAXIS test registration fees.
- Official PRAXIS scores and official transcripts must be approved by Mrs. Beth Vinson before documentation is submitted to the Director of Federal Programs for reimbursement. (The Director of Federal Programs **must** have all documentation for Praxis or Course reimbursement by **May 6, 2022**. No reimbursements for Praxis or Course work will be given if received after this date.).

**Title I Application for Teacher Tuition Reimbursement
School Year 2021-2022**

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

_____ Semester _____ Year Accredited University: _____

Name: _____
Last First Middle/Maiden Social Security Number

_____ (____) _____
Home Address Home Phone Number

_____ (____) _____
City, State and Zip Code School Phone Number

_____ Area(s) of Certification School Assignment
Teacher Certification Type And Number

Indicate if the school meets the following criteria:

_____ Rural _____ High Poverty _____ Low Performing

_____ Subject(s)/Grades(s) you currently teaching
Position

_____ Seeking Standard Louisiana Certification

Courses Requested:

Department	Course #	Course Title	Date	Signature of Approval
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Section II: Please read the statement below carefully before signing. Completed prior to enrolling in course.

I understand that if I drop, withdraw, or fail to complete a credit course, no tuition will be remitted to me by my employing agency.

_____ Date
Applicant's Signature

_____ Date
Principal's Signature

Section III: Reimbursement

Approved

Denied

Director of Federal Programs

Date