



**ARLINGTON PUBLIC SCHOOLS**  
**Scholarship Application for Support Services**  
**2018-2019 School Year**

The scholarship program for supporting services personnel is designed to encourage the employees to pursue courses that are related to their job responsibilities.

**Apply in advance**

Name: \_\_\_\_\_ Employee ID # \_\_\_\_\_

School/Office: \_\_\_\_\_ Position: \_\_\_\_\_

Salary Scale:  A-Scale  E-Scale  G-Scale  D/M-Scale  X-Scale

Hours Worked Per Week: \_\_\_\_\_  Full-time  Part-time

Have you received previous scholarships?  Yes  No

**COURSE INFORMATION**

College/University: \_\_\_\_\_

Course code/number: \_\_\_\_\_

Course Title: \_\_\_\_\_

Number of Credits: \_\_\_\_\_ Semester/Year: \_\_\_\_\_

**TUITION INFORMATION**

- The amount of tuition assistance given is determined by available funds and tuition costs. **Textbook costs and associated fees are not eligible for reimbursement.**
- Maximum reimbursement is **\$350 per credit hour up to \$1,050** per the UVA K-12 Educators rate effective Fall 2018.

ENTER THE \$ AMOUNT YOU ARE REQUESTING:            \$ \_\_\_\_\_

**CRITERIA**

1. The applicant must be a regular employee of the Arlington Public Schools.
2. The main criterion for scholarship grants is the direct relationship of the proposed course to the employee's assignment, with preference being given to those courses most directly related to the employee's job responsibilities.
3. The applicant's proposed course must be intended to improve the effectiveness of his/her contribution to the Arlington Public Schools and be approved by your principal/administrator. Complete Part II.

**HUMAN RESOURCES OFFICE USE ONLY**

**Scholarship:    APPROVED    DENIED**

Amount Approved: \_\_\_\_\_

**Part II APPLICANT:** *Your proposed course must relate directly to your assignment and be approved by your principal/administrator. How will the proposed course help you in your present assignment? Be specific.*

**SUPERVISOR:** *In what ways do you believe the proposed class will benefit the employee and Arlington Public Schools? Please be specific and sign below.*

### **PROCEDURE TO APPLY**

1. Prior to taking the course and/or by the semester deadline, employees shall apply for tuition assistance. PIP G-3.2.3.31
2. One complete application per course is required.
3. The maximum amount that can be reimbursed under the scholarship program is \$350 per credit hour up to \$1,050 for a three (3) credit course.
4. Assistance may be determined by the availability of funds.

### **REFUND PROCESS**

1. Provide a receipt showing a \$0 balance and the tuition amount paid.
2. Label your grade report or transcript as "Scholarship Refund".
3. The minimum passing grade of a C or better is required.
4. After your successful completion of the course, send your grade and receipt within 60 days to the **Human Resources Department / ATTN: SCHOLARSHIP REFUND**.
5. Due to the end-of-year closing procedures in the Finance Department, grades or transcripts received after May 17, 2019 will be processed after July 1, 2019.
6. The refund is direct deposited into your account on record with APS.

### **AGREEMENT**

This grant is awarded for a specific course, and you must agree to pursue the approved program of study. If, for any reason, it becomes necessary to deviate from that plan, you should immediately contact Human Resources. I am aware of the criteria considered in making scholarship awards and understand that if I am granted a scholarship I will not receive the money until after I have successfully completed the course. In the event that I do not continue employment with the Arlington Public Schools for one (1) year from the date this application is approved, I will repay the full amount of this scholarship. If I fail to do so, the Arlington School Board is authorized to withhold that amount from my final paycheck.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Approved: \_\_\_\_\_ Date: \_\_\_\_\_  
Principal/Administrator