



Scholarship Agreement for Licensed Staff 2019-2020 School Year

Apply in advance

PROCEDURE TO APPLY

1. Prior to taking the course and/or by the semester deadline, employees shall apply in advance for tuition assistance. PIP G-3.2.3.31.
2. Review the scholarship agreement, print and sign.
3. Fill out the **Scholarship Application for Licensed Staff 2019-2020SY**, and upload the signed agreement to the Google form. You will receive a receipt, once the application is submitted.
4. One complete application per course is required.
5. The maximum amount that can be reimbursed under the scholarship program is \$365 per credit hour up to \$1,095 for a three (3) credit course.
6. Assistance may be determined by the availability of funds.
7. Your proposed course must meet state licensure requirements, relate directly to your assignment, and be approved by your principal/administrator.
8. You will receive notification once your application is approved or denied by an HR representative.

The application must be submitted in advance by the appropriate due date. Failure to submit the scholarship by its deadline will result in denial of the request. PIP G-3.2.3.31

Due Dates:

- Fall Semester, Friday - September 06, 2019
- Spring Semester, Friday - January 03, 2020
- Summer Semester, Friday - May 01, 2020

TUITION INFORMATION

- Textbook costs and associated fees are not eligible for reimbursement.
- Maximum reimbursement is \$365 per credit hour up to \$1,095 effective Fall 2019 per the UVA K-12 Educators rate.
- License renewal or endorsement coursework (Reimbursed for 8 semester credits every five (5) years).

REFUND PROCESS

1. Provide a receipt showing and a \$0 balance and a receipt indicating the amount of tuition 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 via school mail within 60 days to the **Human Resources Department / ATTN: SCHOLARSHIP REFUND**.
5. Once the reimbursement report is created you will receive an email notification from STARS. The refund is direct deposited into your account on record with APS.
6. Due to the end-of-year closing procedures in the Finance Department, grades or transcripts received after **May 18, 2020** will be processed after **July 1, 2020**.

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. If I am unable to complete the terms of my contract with the Arlington Public Schools, unless terminated involuntarily for the ensuing year, I agree to return the full amount of the grant before the last workday. I will return the full amount prior to the termination of my employment. If I fail to do so, I hereby authorize the Arlington Public Schools to withhold the full amount from my final paycheck.

Applicant's Signature: _____

Date: _____

Approved: _____

Date: _____

Principal/Administrator