



Memphis City Schools Teacher Development Initiative **Guidelines for Teacher Development Tuition Grants**

Applicant Qualifications

- Must be a regular fulltime Memphis City Schools teacher (K-12)
- Must hold an Alternative License in content area or pursuing an Add-on endorsement in a critical need area
- Must be eligible for continued employment: Non-reelect teachers are not eligible for reimbursement
- Must be currently teaching a core academic subject, or a subject identified as critical need in Memphis City Schools (For summer reimbursement, the applicant must have taught the subject in the preceding school year)
 - **Critical need subject areas - Physics, Math, ESL, Special Ed, Foreign Language, Economics, and Government**
- Must be completing coursework to demonstrate subject competency for **Highly Qualified** status

Course Qualifications

1. ***Approved Courses from an accredited institution***
 - Content courses in the teaching field
 - Method courses in the teaching field
 - Education courses which are listed on the applicant's university/college's licensure Program of Study or which are listed by the Tennessee Department of Education as a certification requirement other than those listed as ineligible
2. ***Ineligible Courses***: Student teaching, practicum, clinical studies, internship, thesis preparation, and master's project

Reimbursement Rate

1. For content and method courses in the teaching field: reimbursement will be at the current comparable Tennessee Board of Regents (TBR) per hour tuition rate. Reimbursement amount **cannot exceed** the TBR rate.
2. Only tuition qualifies for reimbursement; activity fees, parking fees, textbook costs, lab fees, etc. will not be reimbursed.

Steps to Tuition Reimbursement Process

1. Register for the course(s), pay tuition fees, and complete the course with a grade of B or better.
2. Complete the ***Tuition Grant Application with required documentations***:
 - Official Transcript (s)-2 copies
 - Program of Study signed by the institution's Certification Officer
 - Original Receipt(s) /Statement of Account-2 copies
3. Submit the ***Reimbursement Request*** within **30 days** of course completion to

Mary Belford, NCLB Specialist
Division of Human Resources
Office of Compliance –Room 120

Memphis City Schools does not discriminate in its programs or employment on the basis of race, color, religion, national origin, handicap/disability, sex or age. For more information, please contact the Office of Equity Compliance at (901) 416-6670.



*Memphis City Schools Teacher Development Initiative
Tuition Grant Application*

Name _____ Soc. Sec. # _____

Address _____ Phone _____

City, State, Zip _____ email _____

School _____ Grade/subject _____

Major _____ TN License _____

Endorsements held _____

I fully understand it is my responsibility to meet the entrance/enrollment requirements of the college or university of my choice. It is also my responsibility to inquire with institutions regarding the availability of desired courses. It is further understood that if I am not eligible for continued employment due to a recommendation of non-reelection, disciplinary actions, or any other reason (s) identified by the district, I am not eligible for participation in this initiative; thereby forfeiting my eligibility for reimbursement and will repay any amounts paid to me as outlined in the promissory note.

NOTE: Submitting an application does not guarantee issuance of reimbursements. Applicants must meet all requirements indicated in the program guidelines.

Signature _____ Date _____

| | | |
|--|--------------------------------------|--------------------------------|
| HR Staff Only: | _____ APPROVED | _____ NOT APPROVED |
| | _____ Amount Awarded | |
| | Reasons for denial: | |
| | _____ Incomplete Documentation | _____ Lacking Transcript |
| | _____ Lacking Proof of Payment | _____ Lacking Program of Study |
| | _____ Not Eligible for Reimbursement | _____ Other |
| Additional Comments: _____ | | |
| Human Resources Administrative Staff _____ | | Date _____ / _____ / _____ |



**Memphis City Schools Teacher Development Initiative
Reimbursement Request**

Name _____ Soc. Sec. # _____

School _____ Current teaching assignment _____

I. Course Information

Course(s) Requested for Reimbursement

| College/University | Course # | Course Title | Hrs |
|------------------------------|----------|--------------|-----|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| Total Hours Completed | | | |

Beginning date of class _____ Ending date of class _____

Tuition cost: _____

II. Cost Information: Attach all original receipts/statement of account

III. Transcript Information: Attach a college transcript including the course (s) you completed with this assistance. A transcript stamped "Issued to Student" is acceptable.

IV. Other Documentation

Indicate your reason(s) for participation in the Tuition Grants Program, and attach required documentation.

Check all that apply:

- _____ To pursue the coursework equivalent of an academic major (24 semester hours) to demonstrate subject competency for Highly Qualified status.
- _____ To become certified/endorsed in a critical needs area: _____
- _____ To add additional endorsement in a critical need area: _____
Attach college/university program of courses

Signature _____ Date _____

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***Memphis City Schools Teacher Development Initiative
PROMISSORY NOTE***

Date _____

I, _____, known after this point as “maker,” FOR VALUE RECEIVED, do hereby promise to pay the BOARD OF EDUCATION OF MEMPHIS CITY SCHOOLS, at its Executive Office or at such other place that the holder may designate in writing, the principal sum of \$ _____, payable in monthly installments on or before the fifteenth day of each month, commencing on the 30th day after employment with Memphis City Schools, continuing until the amount is paid in full.

It is understood and agreed that this note will be fulfilled if the maker completes two (2) years of service upon receipt of tuition from Memphis City Schools.

It is understood and agreed that this notice will be cancelled when the amount owed has been satisfied with BOARD OF EDUCATION OF MEMPHIS CITY SCHOOLS if the maker fail to complete two years of service.

It is further understood and agreed that if this note or any part thereof has to be collected through any court of law, then attorney’s fee will be added to the principal sum listed above.

Signature _____

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