



PUBLIC SCHOOLS OF NORTH CAROLINA

DEPARTMENT OF PUBLIC INSTRUCTION | Catherine Truitt, *Superintendent of Public Instruction*

WWW.DPI.NC.GOV

MEMORANDUM

To: Directors, Exceptional Children Programs
Lead Coordinators, Charter Schools

From: Sherry H. Thomas, Director *SHT*
Exceptional Children Division

Date: January 13, 2021

Application for 2021 Spring Tuition Reimbursement

Please provide this memo with the electronic link to the [tuition reimbursement application](#) and attached instruction packet to residency, lateral entry, or provisionally licensed teachers who are seeking to become fully certified in the education of children with disabilities within grades K-12. Review this memo carefully to ensure understanding of timelines associated with the application submission and the documentation required (grade report, payment receipt for course, and copy of current license).

Once applications are received, EC Directors will be sent a secure electronic form to digitally sign attesting the applicant is currently employed by the district as an exceptional children's teacher in grades K-12 under a residency, lateral entry, or provisional license.

Limited spring tuition awards are available. Under this program, employed bachelor level special education K-12 teachers holding a current and verifiable residency, provisional, or lateral entry license may apply for tuition reimbursement. The reimbursement is for the cost of **one** approved Spring 2021 course. Each approved applicant will receive up to \$140.00 per semester hour with a **final grade of "B" or higher**. The reimbursement is made from the Exceptional Children Division directly to the applicant after approval and upon receipt of all required documentation by the deadline (receipt and grade report). If the tuition is above the \$140.00 per semester hour rate, it will be the responsibility of the recipient to assume the difference. These awards are made on a "first come, first serve" basis until the federal grant funds are exhausted. Submission of an application does not guarantee approval for reimbursement.

The Exceptional Children Division requests assistance from Directors/Charter Coordinators to help us avoid double funding participants. Whenever possible, teachers should seek funding through local sources or university grants. Doing so will permit this funding to help more teachers who do not have any other funding source.

Copies of this application packet may be reproduced as needed and will also be posted on the Exceptional Children webpage <https://ec.ncpublicschools.gov/finance-grants/tuition-reimbursement/>.

Applications including a copy of current license for Spring 2021 allocation awards must be received by May 7, 2021 and supporting documentation including proof of tuition payment and grade report of B or higher by June 11, 2021. For additional information concerning this program or to submit your supporting documents by email, contact Ginger Starling, (984) 236-2592 or ginger.starling@dpi.nc.gov.

SHT/GS/kb

EXCEPTIONAL CHILDREN DIVISION

Sherry H. Thomas, Director | sherry.thomas@dpi.nc.gov

6356 Mail Service Center, Raleigh, North Carolina 27699-6356 | (984) 236-2550 | Fax (984) 236-2099

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

Attachment