

TUITION EXEMPTION INFORMATION

2011-2012

PLEASE NOTE: Only classroom teachers are eligible to apply for tuition exemption.

Priority will be given to the following:

1. Teachers working to attain Highly Qualified status in their current teaching assignment which is required by the Louisiana Department of Education.
2. Teachers who are working toward certification in their current teaching assignment. ***Reimbursement will be made according to availability of funds; funds are limited.***
3. ***Funds are on a first come first serve basis per semester and will be based on date official transcripts are received in the Personnel Department.***



STEP ONE:

Applications will be accepted on the following dates for each semester of the 2011-2012 school year:

<u>Summer 2011</u>	Last working day in May
<u>Fall, 2011</u>	Last working day in September
<u>Spring, 2012</u>	Last working day in February

Application along with all **attachments** should be submitted to Monet DuPont in the Personnel Department located at 3310 Broad Street, Lake Charles, LA 70615, phone number (337)217-4040 ext 2012.

Attachments are as follows:

- Copy of Teaching Certificate
- Paid Fee Bill
- Prescription (courses required to complete field of study) signed by the department head or advisor at the university attended.



STEP TWO:

At completion of the semester:

- **Official transcript** from the university must be received by the Personnel Department. If mailed, transcript must be sent to the attention of Monet DuPont.
- No photo copies will be accepted
- Electronic copies are accepted only if e-mailed directly from the university.

Deadline dates for Official transcripts are:

<u>Summer Semester:</u>	Last working day in August
<u>Fall Semester:</u>	Last working day in January
<u>Spring Semester:</u>	June 22, 2012

- **Note:** It is the applicant's responsibility to make sure the Personnel Department has received all required documents by the deadline dates in order to receive tuition reimbursement.