

TUITION ASSISTANCE INFORMATION

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

Priority will be given to the following:

1. Teachers working to attain “Certification” in their current teaching assignment which is required by the Louisiana Department of Education. *Reimbursement will be made according to availability of funds; funds are limited.*
2. *Funds are on a first come first serve basis per semester and will be based on date official transcripts are received in the Federal Department (Priority given to teachers of core academic subjects) or Special Services Department.*

STEP ONE:

Applications will be accepted on the following dates for each semester of the current school year:

<u>Summer</u>	Last working day in June
<u>Fall</u>	Last working day in September
<u>Spring</u>	Last working day in February

Application along with all attachments should be submitted to *Sheila Schultz* in the Federal Department located at 3310 Broad Street, Lake Charles, LA 70615, phone number (337)217-4170 ext 2403 or Dr. Betty Washington in Special Services Department located at 1616 Mill Street, Lake Charles, LA 70601, phone number (337) 217-4980 ext 2706.

Attachments are as follows:

- Copy of Teaching Certificate
- 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 Federal Department or Special Services. If mailed, transcript must be sent to the attention of Sheila Schultz or Dr. Betty Washington.
- No photo copies will be accepted
- Paid Fee Bill (**Bill must have both student’s name, name of University, indicate amount paid and type of payment**)
- Electronic copies are accepted only if e-mailed directly from the university.

Deadline dates for Official transcripts and paid fee bills are:

<u>Summer Semester:</u>	Last working day in August
<u>Fall Semester:</u>	Last working day in January
<u>Spring Semester:</u>	June 20

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