

Bedford County Public Schools
**TUITION ASSISTANCE PROGRAM
(TAP)**



Tuition Assistance Application Form
School Year _____

Applicant's Name (please print): _____

Position: _____ Teacher _____ Support Staff _____ Administrator

Work Site (school or SBO): _____

Applicant's License: _____ Expiration: _____

Current Endorsements(s): _____

List: Course Title, Code Number, College/University, Credit Hours, & Date of classes
(e.g. Public Policy, LS 806, Lynchburg College, 3.0 credit hrs, June – August 2012)

Applicant's Signature: _____ Date: _____

Supervisor's Signature*: _____ Date: _____

* Principals applying for TAP funds, please have Dr. Tony Francis sign as your supervisor

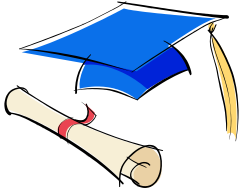
A Bedford County Non-Travel Reimbursement Voucher must be submitted at the time reimbursement is sought.

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For Instruction Office Only

_____ Approved (Please return copy of this form with tuition payment receipt, documentation of course completion, and passing grade to receive tuition reimbursement up to a maximum amount of \$1000.) _____ Title Funds _____ Local Funds

Director of Instruction: _____ Date: _____

Bedford County Public Schools does not discriminate on the basis of race, color, national origin, sex or disability in its programs, activities, or employment practices, as required by Title VI, Title IX, and Section 504. The person responsible for the coordination of the school division's efforts to meet its obligations under Section 504 and Title IX, and their implementing regulations will be Mr. Tim Parker, Director of Human Resources, P.O. Box 748, Bedford, VA 24523.



Tuition Assistance Program (TAP)

Revised 2014



Bedford County Public Schools is offering tuition assistance through Title II, Part A – Teacher Quality Grant funds and through limited local funds to teachers and administrators. A maximum benefit of \$1,000.00 per applicant, per school year, is available to those teachers and administrators who currently work in the division, and who wish to enhance their existing licenses. Tuition assistance is also available for paraprofessionals completing college coursework to obtain NO CHILD LEFT BEHIND “highly qualified” status. This benefit is offered in addition to college credit courses and/or workshops that are sponsored in the division, free of charge to participants.

For teachers and administrators, the Tuition Assistance Program (TAP) may be used to support coursework leading to recertification and/or additional endorsements within the applicant’s chosen field. TAP funds may also be used to offset tuition expenses for coursework leading to another unrelated endorsement (e.g. adding administrative endorsement to teaching license). Paraprofessionals may use this tuition assistance to support their coursework to acquire an Associate’s degree or a Bachelor’s degree in a teaching field.

To apply for TAP funds, interested individuals should have the course approved by the school principal and submit a signed TAP application form (accessible through the BCPS website) to the Instruction office prior to taking the course. **A syllabus or course catalog description of the class must be submitted with the application.** A response to the request for tuition assistance will be returned to the applicant. The funds will be reimbursed after documentation of payment and course completion (i.e. receipt, passing grade, etc.) is submitted to the Instruction office. TAP funds are limited and the program is subject to available monies and stipulations of the Title II, Part A Grant and the availability of local funding.