

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



Tuition Assistance Application Form
School Year 2017-2018

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 your supervising Director sign.

When you are ready to seek reimbursement, please return copy of this form with (1) tuition payment receipt, (2) documentation of course completion, (3) documentation of your passing grade, along with your completed (4) Bedford County Non-Travel Reimbursement form.

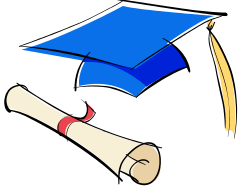
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For Instruction Office Only:

_____ Approved out of _____ Title Funds _____ Local Funds OR _____ Not Approved

approved for \$1000.00 approved for \$500.00 approved for the amount _____

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 Dr. Fred Conner, Director of Human Resources, P.O. Box 748, Bedford, VA 24523.



Tuition Assistance Program (TAP)

Revised 2017



Bedford County Public Schools offers tuition assistance to teachers and administrators through Title II, Part A – Teacher Quality Grant funds and through limited local funds. 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 highly qualified status or for those working towards teacher licensure. This benefit is offered in addition to 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.

(*) Employees participating in certain free division programs offering college credit may be ineligible for further financial assistance through TAP funding during that school year.