



Office of Professional Development
University View Academy
4664 Jamestown Avenue
Baton Rouge, La 70808
(225) 421-2900
Universityview.academy

Dr. Michelle
Clayton
Superintendent

Mandy LaCerte
Executive Director of Federal Programs

**Tuition or Praxis
Reimbursement/Sponsorship**

Application Submission Due Dates: To be eligible for tuition sponsorship or reimbursement, completed applications must be delivered to the Office of Professional Development no later than the dates shown in the windows below. Late applications will not be reviewed. Submit all applications with original signatures to pd@uview.academy.

Fall window: July 27, 2020 - August 7, 2020

Spring window: November 9, 2020 - November 20, 2020

Policy and Equal Opportunity:

*Beginning May 1, 2020, any teacher/staff member applying for Tuition/Praxis sponsorship/reimbursement **must** be working in the position for which he/she is seeking certification; this includes certified teachers who are seeking add-on endorsements. Applications will be reviewed on a rolling basis and approved based on the following: position, certification applicant is pursuing, budget. Enrollment in one semester does not guarantee enrollment in future semesters. Applicants wishing to apply for fall and spring should submit two applications during the Fall window.*

Instructions for completing and submitting the application for Praxis Reimbursement Packet:

1. Applications must be completed in its entirety using **only** blue ink.
2. Teachers **must** list the name of the Praxis test(s) for which he/she is seeking reimbursement on the first page of the application under the "Courses Requested" section. The Praxis assessment(s) must be in the critical shortage area in which the certified teacher is working or the content area in which the non-certified teaching is working. **The district only reimburses up to (2) Praxis II Content Knowledge assessments per academic semester. Telephone registration fees, waived fees, test prep material, taxes, and other associated fees not listed above are not eligible for reimbursement.**
3. To be eligible for Summer Praxis Reimbursement, completed applications must be emailed to the Office of Professional Development no later than May 1st. Late applications will not be accepted.
4. Upon submission of your application, a committee of administrators or their designee will review your application and notify you of acceptance via email within 10 business days.

At the end of the academic semester, you must submit the following original documents to the Office of Professional Development to be eligible for reimbursement:

- Praxis Registration receipt that lists the cost of the assessment(s) and method of payment
- Passing Praxis Score (The Praxis assessment(s) has to be taken during the academic semester in which you submitted your application for reimbursement. **You will not receive reimbursement for scores received prior to your application date.**

Deadlines to submit documentation:

Fall: August 7, 2020

Spring: November 20, 2020

Summer: May 1, 2021

Failure to submit required information by the listed deadline may affect your eligibility for reimbursement/sponsorship.



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Dr. Michelle Clayton

Superintendent

Title II Teacher Tuition/Praxis Reimbursement/ Sponsorship Application

Section I: Complete application in blue ink.

Name of Accredited College/ University: _____

_____ Last First Middle/Maiden Employee Number

_____ Home Address Home Telephone Number

_____ City State Zip Code School Telephone Number

_____ Teacher Certificate Type and Number Area(s) of Certification School Assignment

_____ Position Area for Certification Subject(s)/Grade(s) you are currently teaching

Section II: Check one of the following and complete the course requested section, if necessary.

- A. Courses to acquire certification in core academic subjects in which he/she is teaching
- B. Courses to acquire certification in areas of critical need (Math, Science, Dual Enrollment, and Special Education not including Gifted and Talented)
- C. Courses for non-certified teachers related to content area to acquire certification in the area in which he/she is teaching
- D. Praxis in elementary or secondary core academic subject in which he/she is teaching or in an area of critical need
- E. Other: *(Please Explain)*

*Coursework up to six credit hours per semester that meets the appropriate participant categories listed above will be eligible for reimbursement. These funds may not be used specifically for coursework needed (a) to increase overall grade point average for acceptance into a teacher education program; (b) certification in library science or guidance counseling; and/or (c) for advanced degrees. Additionally, funds are not available for anyone receiving assistance through another local, state, or federal funding source or grant. **Grades due: May 17, 2021***

Course(s) Requested: Please list the course#, and course title in blue ink.

Course #	Course Title	Approved / Denied	UVA Administrator
1. _____	_____	_____	_____
2. _____	_____	_____	_____

Section III: Please read the statement below before signing.

I understand that if I receive an additional grant, drop, withdraw, or fail to complete a credit course successfully with a "C" or better for which Title II tuition assistance has been granted, no tuition will be remitted by Title II and that I will be responsible for payment. I give permission for all concerned in the implementation of the Title II Teacher Tuition Reimbursement Program to release information as required.

Teacher's Signature	Date	Human Resource Signature	Date
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_____ : Mandy LaCerte/Executive Director



HUMAN RESOURCES
University View Academy
3113 Valley Creek
Baton Rouge, La 70808
(225) 421-2900
Universityview.academy

Dr. Michelle Clayton
Superintendent

Dr. Lisa Smothers
Chief of Staff

Acknowledgement of Reimbursement/Sponsorship Agreement

I (Print Name), _____, acknowledge that I have received a copy of my completed Tuition Reimbursement/Praxis application. I also acknowledge that my fee bill and grades and/or Praxis scores are due within the deadline windows listed above in order to receive reimbursement or receive sponsorship for tuition.

PLEASE NOTE: University View Academy will process reimbursement for employees who submit required documents by the due date. Failure to submit the required documents may result in denial of reimbursement.

Teacher Signature: _____ Date: _____

HR Signature: _____ Date: _____