

Process for BPS Title II  
Request for Tuition Reimbursement

2022-2023 SY



At least **15 days prior** to the start of classes, please complete the following steps:

- Complete the application “Request for Tuition Reimbursement”
- Copy/Paste the course description from the catalog for each course you plan to take into a Word file and submit with application
- Submit information from the Financial Aid office stating any aid you will be receiving via FASFA or other scholarships ~ or ~ submit a letter stating that you do not qualify for financial aid.
- An itemized statement from our university outlining all the expenses related to this course or courses. **\*\*This program can only pay for tuition, NO additional fees, books, etc. can be reimbursed with federal funds.**

Within **15 days after the end** of your semester, please complete the following steps:

- Submit a statement from the university/program showing a “ZERO” balance.
- Submit an unofficial transcript showing a grade of “C” or better for each class completed.

**Reminders:**

- ◆ This program will only cover the cost of Tuition, it will not cover fees, books or other related expenses.
- ◆ Applicants need to complete a new application each semester.
- ◆ Courses such as Research, School Law, School Finance, Internships and Student Teaching, are not reimbursable under Title II, as they do not directly impact the student’s achievement or improve the educator’s quality and effectiveness. (All classes are subject to approval by NM PED, Title II director)
- ◆ All application packets will be submitted for pre-approved to Dr. Eric James, Chief Business Officer
- ◆ Failure to complete all required steps may result in denial of reimbursement.

If you have questions, please contact Michelle Padilla at [mpadilla@bernalillops.org](mailto:mpadilla@bernalillops.org) or call ext. 5781.



Bernalillo Schools Title II  
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**Reimbursement is through Title II Part A program, which has the following objectives:**

1. Improve the quality and effectiveness of teachers, principals, and other school leaders;
2. Increase the number of teachers, principals, and other school leaders who are effective at improving student outcomes;
3. Provide students from low-income families and minority students greater access to effective educators;
4. Meaningfully support educators so they can help their students for success in college and careers.

**This form must be submitted within 15 days prior to the start of the semester to be considered for reimbursement at the conclusion of the semester.**

**Employee Information:**

Name:

Job Title:

Work Location:

Highest Degree Earned:

License # (if applicable):

Phone Number:

**Program Information:**

College/University Name:

Have You Already Been Accepted?

Declared Major:

Credits Needed for Degree:

Semester Enrolled:

Cost per Credit Hour:

Amount requesting for this semester: \$ \_\_\_\_\_

Please list below the course(s) you are requesting reimbursement for (name, course #, dates, and # of hours):

Course Name	Course Code	Dates	# of hrs.

Attach the Catalog Description for Each Class. (Please copy from course catalog and paste into Word doc.)

**Financial Information:**

When was your FAFSA completed? \*Requirement of application

What Financial Aid has Been Awarded?

A letter from the college's Financial Aid Department must accompany this request, which outlines the financial aid awarded or offered. Letter attached?

**How will taking this course or courses meet the objectives above for Title II?**

**Expectations:**

1. In order to be reimbursed, student must obtain a grade of "C" or higher. Submission of final request for reimbursement with college transcript must be completed within 15 days of the end of the semester
2. We must receive an Invoice from the institution showing a zero balance.
3. This reimbursement only applies to the portion of tuition not covered by other types of financial assistance. Fees, books or other expenses will not be reimbursed.
4. By receiving this tuition reimbursement, recipient must work one (1) additional year for Bernalillo Public Schools, if a contract is offered from time of last semester reimbursed. Failure to complete one year employment will result in pro-rated repayment of tuition.

By signing below, I agree that I have read, understand and agree to the information provided above.

\_\_\_\_\_  
Staff Signature

\_\_\_\_\_  
Date