

Bernalillo Public Schools

560 South Camino del Pueblo

Bernalillo, NM 87004

Bernalillo Schools Title II Request for Tuition Reimbursement

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 of 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:

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

Attach the Catalog Description for Each Class. Attached?

**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.
2. Reimbursement is only for tuition, no other costs will be covered by this grant. 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. Submission of final request for reimbursement with college transcript must be completed within 15 days of the end of the semester.
5. 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 and understand and agree to the Expectations above.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Staff Signature Date