

**CITY OF SALEM SCHOOLS  
APPLICATION FOR TUITION ASSISTANCE**

Name \_\_\_\_\_ School \_\_\_\_\_ Date \_\_\_\_\_

Home Address \_\_\_\_\_

College or University \_\_\_\_\_

Dept./Course No.	Exact Title	Semester Hours	Class Begins	Class Ends

These courses will lead to the objective checked below:

- To meet requirements for certificate renewal.
- To meet requirements for the Postgraduate Professional License.
- To take courses concerning the teaching of handicapped children.
- To take courses in the teaching of reading.
- To improve teaching skill in the area of assignment.
- To add another endorsement.
- Classified employee taking college courses related to job assignment.

Applicants whose requests for tuition assistance are approved will receive a voucher letter to present to the university treasurer at the time of registration. The letter will state the amount of tuition assistance the Division will pay toward the cost of the course and will authorize the university to bill the Division for that amount if the course is successfully completed. The Division will not pay for failed courses or courses not completed. **NOTE:** Applicants who do not enroll in specific class approved for tuition assistance must inform the Director of Elementary Education immediately by returning the voucher letter marked "VOID".

The applicant shall pay the difference between the amount of the tuition assistance and the total cost of the class.

Type of teaching certificate held \_\_\_\_\_

Date of expiration \_\_\_\_\_

Signature of Applicant \_\_\_\_\_

-----DO NOT WRITE BELOW THIS LINE-----

\_\_\_\_\_ APPROVED (\$ \_\_\_\_\_ AMOUNT APPROVED)

\_\_\_\_\_ NOT APPROVED (See Below)

\_\_\_\_\_ Did not meet requirements.

\_\_\_\_\_ Application was received after deadline or no funds were available.

\_\_\_\_\_ Applicant has already received maximum tuition assistance of \$336.00 for the fiscal year.

\_\_\_\_\_ Applicant has already received maximum tuition assistance of \$504.00 if in a qualified Graduate Program.

DATE \_\_\_\_\_ DIRECTOR OF ELEMENTARY EDUCATION \_\_\_\_\_