

**Tuition Assistance for Teachers  
Surry County School System Guidelines**

*In an effort to assist provisionally licensed and lateral entry teachers who are employed full-time in the Surry County School System, the following guidelines are in place to ensure that reimbursement for costs incurred are fairly and equitably distributed.*

**Provisionally Licensed and Lateral Entry Teachers:**

- Teachers employed full-time may be reimbursed for the following:
  - Tuition for courses needed to clear provisional license
- During one school year, the annual reimbursement will not exceed \$300 per teacher, contingent on federal funding. A reimbursement form and invoice or receipt should be forwarded the central office for reimbursement as follows:
  - Career/Technical Education Teachers: Jill Reinhardt
  - All others: Sonia Dickerson
- Documentation for reimbursement should include receipts and verification of class completion (e.g. transcripts, grade reports, etc.).
- Reimbursement must not exceed \$900 per teacher over a three year period beginning with the first year of employment.
- Reimbursable amounts are based on available funds and are evaluated annually.

**Please complete the form below and send to either  
Sonia Dickerson or Jill Reinhardt.**

## Tuition Assistance Request Form

Full Name: \_\_\_\_\_

Base School: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

Licensure Status: \_\_\_\_\_

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

Amount requested for reimbursement: \_\_\_\_\_

*Please attach receipt that includes the following:*

- Must include the name of college or university paid
- Must show at least \$300 paid
- Must include name of teacher requesting reimbursement