

# **Newton-Conover City Schools**

## **GUIDELINES FOR GRADUATE STUDY TUITION GRANT LOANS**

**The Newton-Conover City Schools Board of Education is pleased to announce that tuition grants will continue to be available to licensed (certified) personnel for the current school year. Conditions for receiving the tuition grants are:**

- The applicant must hold a valid, clear North Carolina Teaching License and must be under contract as a full-time employee of the Newton-Conover City School System;
- The applicant must be accepted into a graduate program in an educational field at an accredited college or university, and must have the endorsement of the Superintendent after recommendation by the principal;
- The course of study to be enrolled in must be part of an approved program of study leading to an advanced degree or advanced license, recognized in North Carolina for certification purposes.
- The application for the grant will be submitted within the window of time defined on the application form: Summer: May 1- June 15, Fall: July 15-September 15, Spring: November 15-January 15;
- Reimbursement will occur after documentation has been received showing course completion with some level of an "A" or "B" grade, and provided that the person is continuing as an employee in good standing of Newton-Conover City Schools. A copy of the receipt showing payment must accompany the application.
- The amount to be awarded for tuition reimbursement is currently \$75.00 per semester hour with a maximum payment for six (6) semester hours per semester. Therefore, a teacher could receive up to 18 semester hours of tuition assistance each year. If the cost for tuition is less than \$75.00 per hour, the actual cost will be paid. This hourly amount will be adjusted annually based on system wide need and availability of funds in the budget.
- If an employee is not returning the following year to continue employment, they should not ask for the Grant. The purpose in this process is to improve teacher quality for the Newton-Conover City Schools.
- In summary, steps for accessing these funds are: Enroll in program of study, complete application for loan grant each semester, complete courses, submit proof of payment and grades, receive tuition reimbursement, and continue process each semester until you get your degree. Our goal is to improve teacher quality and assist teachers in obtaining degrees that not only increase skills, but also entitle them to increased salary from the state. Our hope is that teachers will stay in the Newton-Conover Schools for many productive and fulfilling years.

