

CRITERIA FOR TUITION REIMBURSEMENT

Applicants must meet the following criteria as defined in West Virginia Code 18A-3-3a, and West Virginia Board of Education Policy.

- (1) Holds either a valid West Virginia
 - (A) Certificate or
 - (B) First Class (Full Time) Permit for full-time employment; and
- (2) Is seeking
 - (A) An additional endorsement in a shortage area and either resides in the state or is employed regularly for instructional purposes in a public school in the state or
 - (B) Certification renewal, and has a continuing contract with a County Board.

Rules limiting endorsements:

- (1) *Payment shall be made as reimbursement for the tuition, registration and other required fees for any course completed at:*
 - (A) Any college or university within the state; or
 - (B) A college or university outside the state if prior approval is granted by the department.
- (2) *A course is eligible for reimbursement if it meets the requirements for:*
 - (A) An additional endorsement in a shortage area; or
 - (B) Certification renewal.
- (3) *Reimbursement is subject to appropriation and is distributed on a first-come, first-served basis.*
- (4) *A request for tuition reimbursement must be received by WVDE no later than June 15 for course work completed during the current fiscal year (July 1 through June 30).*
- (5) *An applicant may be reimbursed for a maximum of six (6) semester hours of course work for the renewal of any one license and a maximum of fifteen (15) semester hours of course work for license renewal in her/his lifetime. Applicants completing course work in a shortage area as verified by the county may be reimbursed for an unlimited number of course work hours while working on additional endorsement(s) for the shortage area(s).*
- (6) *Pass, fail, satisfactory, unsatisfactory, or credit course are unacceptable unless the registrar verifies in writing that these grades are minimally equivalent to a 3.0 grade point average. Course work must reflect a minimum of a 3.0 grade point average.*
- (7) *Reimbursement for out-of-state institution or in-state private institution course work may not exceed the highest corresponding current charge at a state public institution of higher education.*

NOTE:

Tuition reimbursement may raise taxable income. You will need to consult with your tax advisor regarding the taxability of such reimbursement.