



Tri-County Special Education Joint Agreement Jackson, Perry & Union Counties

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C.W. (Chuck) Hamilton, Director

8-13-10

To: All Employees
From: Laurel Harris, Professional Development Coordinator
Re: Tuition Payment Requests

If you are interested in requesting tuition payment to take the ParaPro or Work Keys, for community college classes to complete an associates degree, to complete the thirty-hour requirement for teacher's aides, to complete a bachelor's degree in Special Education or approved program at a university, or to complete additional coursework /certification beyond a bachelor's degree, you must complete the required forms **in advance** of the semester you will be taking the coursework. If the following forms are not submitted for each semester and for each college or university of request, then approval for reimbursement or payment will NOT be given.

ParaPro and/or Work Keys : Reimbursement

Tuition Payment Request Form

Copy of the certificate award

Receipt of payment

Community College: Completion of Associates Degree

Tuition Payment Request Form

Copy of FAFSA form for the semester requested

Details of other financial assistance received

TCSE Tuition Program Contract (1X)

Grow-Your-Own Program (LBS1) or Bachelor's Degree Program (Four Year University Program)

Tuition Payment Request Form

Copy of FAFSA form for the semester requested

Details of other financial assistance received

TCSE Tuition Program Contract (1X)

University Credit (classes beyond Bachelor's toward further certification or degree)

Tuition Payment Request Form

Copy of FAFSA form for the semester requested /Details of other financial assistance received

Copy of Tuition Bill from University of Attendance

TCSE Tuition Program Contract (1X)

All of the Tri-County forms can be accessed through our website: www.tcse.us. The FAFSA forms can be accessed through any university or college website under the area of financial assistance. As of September 1, 2005 tuition is only paid to the college or university of attendance. **A copy of grades for completed coursework is required each semester tuition was paid with a grade of "B" or higher . A course will be paid for ONLY ONCE.** Please call (618) 684-2109 or email lharris@tcse.us if you have any questions.