

Buena Vista City Public Schools



Tuition Assistance Request Form

(Fill out a separate form for each course tuition assistance request.)

Date: _____

NAME: _____

SCHOOL/SITE: _____

POSITION: _____

COURSE NAME: _____

COURSE NUMBER: _____ # CREDIT HOURS _____

COLLEGE?UNIVERSITY: _____

SEMESTER TAKEN: _____

COURSE TAKEN FOR: _____ LICENSE RENEWAL

_____ PART OF APPROVED PROGRAM

AUTHORIZED BY: _____

Superintendent or Designee

Buena Vista City Public Schools will provide tuition assistance up to \$1200 per 3-credit hour college course, for no more than two courses per year. At the completion of the course an official copy of the college transcript showing the course name, number, and a passing grade of "C" or better for undergraduate courses, a passing grade of "B" or better for graduate courses, or a "P" for college courses taken under a Pass-Fail option, must be sent to the address below.

When this request is approved, you will be issued a Central Office Purchase Order to be used in payment of the tuition amount (up to \$1,200).

Effective: January 1, 2008

Agreement:

As a condition of receiving educational assistance, I agree to continue employment with the Buena Vista City Public Schools for at least two school years beyond completion of the course(s).

If I voluntarily leave within one school year of completing a course for which I received tuition assistance, I agree to repay the total amount of assistance.

If I leave after more than one year, but less than two school years after completion of the course(s) for which I received tuition assistance, I agree to repay one half of the tuition assistance.

Employee Signature

Date

Adopted: 10/25/07

2329 Chestnut Avenue • Suite A
Buena Vista, Virginia 24416
Phone: (540) 261-2129
FAX: (540) 261-2967
Website: www.bvcps.net