

June 23, 2016

*The following was sent to the KYAE listserv.*



## **ATTENTION: KYAE College Tuition Reimbursement Application is due August 1**

### **DUE AUGUST 1: KYAE COLLEGE TUITION REIMBURSEMENT APPLICATION**

While funds are available, KYAE will reimburse up to \$1,300 per semester (not to exceed \$3,900 per program year), per adult education **instructor or program director**, for college tuition reimbursement of approved coursework.

**Priority consideration** will be given to full-time staff.

Reimbursements will be granted to part-time instructors as funds permit. In the application, part-time instructors **will also need to provide justification** for qualifying for the reimbursement, as well as how this tuition support will benefit their adult learners.

**August 1, 2016, is the Annual Application Deadline.** Applicants should complete the college tuition form by the application deadline and identify their proposed coursework and semester(s) of study for the year. You can access the form [here](#).

Reimbursement is available for undergraduate coursework in English language, learning disabilities, education, reading, language arts, science, social studies, mathematics and social work; and for graduate level courses to earn a master's degree in linguistics, English language, adult education, arts in teaching, reading, language arts, science, social studies, mathematics or social work.

Programs **may not use KYAE funds** for college tuition reimbursement.

- Reimbursement will apply to Kentucky's public postsecondary institutions only.
- The courses must be approved by KYAE by the Annual Application Deadline and **before the first day of class**.
- Staff eligible for an employer or a fiscal agent tuition waiver, are not eligible for KYAE college tuition reimbursement.
- The program director must send the completed 2016-17 College Course Approval Application to [aepd@ky.gov](mailto:aepd@ky.gov).
- For approved requests in undergraduate courses, the staff member must earn a letter grade of "C" or better. For a graduate course, the staff member must earn a letter grade of "B" or better.
- Reimbursement will be made to the employee's program and not to individuals. It is the responsibility of the local program to reimburse their employee for college tuition.
- The program director will provide a copy of the college tuition expense as part of the KYAE-10 invoice along with a copy of the transcript showing completion of the course at the grade levels listed above. KYAE will reimburse fiscal agents only. A copy of the transcript must also be filed in the staff personnel file.
- In the event that an employee, having received KYAE tuition reimbursement, does not continue in employment at the adult education program for a six-month period following completion of a course,

the employee shall repay KYAE for the cost of the educational assistance. All materials for reimbursement must be received by the final invoice date.

- An employee who is laid-off shall not be obligated to the six-month service obligation clause and shall not have to repay educational assistance funds provided the previous semester.
- KYAE is authorized to recover education assistance funds expended if:
  - The course(s) is (are) dropped, regardless of cause, without prior approval of the appointing authority or his/her designee.

The employee is dismissed for cause or resigns or retires prior to completion of a six-month service obligation after completion of the course or during the course.

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