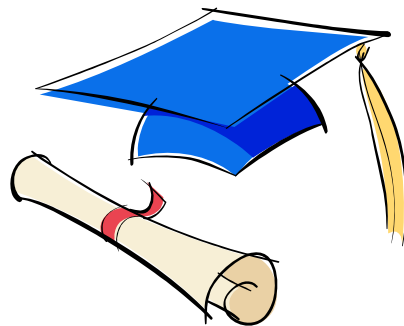


Tuition Assistance Program (TAP)

Revised 2011

Bedford County Public Schools is offering tuition assistance through Title II, Part A – Teacher Quality Grant funds and through limited local funds to teachers and administrators. A maximum benefit of \$1,000.00 per applicant, per school year, is available to those teachers and administrators who currently work in the division, and who wish to enhance their existing licenses. Tuition assistance is also available for paraprofessionals completing college coursework to obtain NO CHILD LEFT BEHIND “highly qualified” status. This benefit is offered in addition to college credit courses and/or workshops that are sponsored in the division, free of charge to participants.

For teachers and administrators, the Tuition Assistance Program (TAP) may be used to support coursework leading to recertification and/or additional endorsements within the applicant’s chosen field. TAP funds may also be used to offset tuition expenses for coursework leading to another unrelated endorsement (e.g. adding administrative endorsement to teaching license). Paraprofessionals may use this tuition assistance to support their coursework to acquire an Associate’s degree or a Bachelor’s degree in a teaching field.



To apply for TAP funds, interested individuals should have the course approved by the school principal and submit a signed TAP application form (accessible through the BCPS website) to the Instruction office. A response to the request for tuition assistance will be returned to the applicant. The funds will be reimbursed after documentation of payment and course completion (i.e. receipt, passing grade, etc.) is submitted to the Instruction office. TAP funds are limited and the program is subject to available monies and stipulations of the Title II, Part A Grant and the availability of local funding.

Bedford County Public Schools does not discriminate on the basis of race, color, national origin, sex or disability in its programs, activities, or employment practices, as required by Title VI, Title IX, and Section 504. The person responsible for the coordination of the school division's efforts to meet its obligations under Section 504 and Title IX, and their implementing regulations will be Dr. Douglas Schuch, Division Superintendent, P.O. Box 748, Bedford, VA 24523 (586-1045, Ext. 257).

Tuition Assistance Program Application
School Year _____

Applicant's Name _____

Position: _____ Teacher _____ School: _____
 _____ Paraprofessional _____ School: _____
 _____ School Administrator _____ School: _____
 _____ Central Office Administrator _____ Expiration: _____

Applicant's License: _____ Expiration: _____

Current Endorsements(s): _____

List: (Course Title, Code Number, College/University, Credit Hours, etc.): _____

Applicant's Signature: _____ Date: _____

Supervisor's Signature: _____ Date: _____

For Instruction Office Only

_____ Approved (Please return copy of this form with tuition payment receipt, documentation of course completion, and passing grade to receive tuition reimbursement up to a maximum amount of \$1000.) Title _____ Local _____

Director of Instruction: _____ Date: _____

Bedford County Public Schools

TUITION ASSISTANCE PROGRAM (TAP)

2011-2012 School Year



Bedford County Public Schools
310 S. Bridge Street
Bedford, VA 24523