



Tuition & Assessment Reimbursement Information for SY 2024-2025

Keep this page for your records. Do not submit this page with your application.

Employee Eligibility

All full-time, contracted administrators and teachers are immediately eligible to request tuition reimbursement upon hire. Classified employees must be employed in a full-time position for at least two years to be eligible to request tuition reimbursement for a two-year college; classified employees must be employed in a full-time position for at least four years to be eligible to request tuition reimbursement for a four-year college or university. Specific request procedures are outlined in the Application for Tuition & Assessment Reimbursement.

Submitting a Request

All applications must be signed by the appropriate administrator, principal, or assistant principal. All reimbursement requests will be authorized in accordance with the School Board's policies and regulations and the Memorandum of Understanding (MOU) for teachers and school administrators. All applications should be submitted via e-mail to Ila James, Human Resources Generalist - Licensure, at tuition@nps.k12.va.us.

Course & Assessment Reimbursement Guidelines

Reimbursement costs will not exceed three (3) semester credit hours in a single fiscal year. The current fiscal year spans July 1, 2024 to June 15, 2025. All reimbursement requests received after June 15, 2025 will be processed under the next fiscal year. Norfolk Public Schools will reimburse tuition no higher than the prevailing in-state rate of Old Dominion University or Norfolk State University; if the actual tuition cost is less than the aforementioned rates, the employee will be reimbursed for the tuition rate paid. Tuition reimbursement includes undergraduate and graduate courses in the employee's general field or for job skill improvement. Tuition reimbursement excludes professional development activities such as seminars, conferences, continuing educational units (CEUs), developmental courses, non-credit courses, text books, and additional feeds. Dissertation courses follow the same criteria for reimbursement with the exception of continuous registration until dissertation defense. In the event an approved letter grade of P is not indicated on the transcript, the employee must obtain a verification letter on the institution's letterhead from the course professor or college registrar stating that CR or PR is equivalent to P. This requirement applies to each semester for which reimbursement is requested.

The National Board for Professional Teaching Standards (NBPTS) assessment fee will be reimbursed up to the value of three (3) credit hours, not to exceed the tuition rates at Old Dominion University and/or Norfolk State University. In lieu of college credit hours, one retake per fiscal year, up to a total of two retakes, will be reimbursed. The Application for Tuition & Assessment Reimbursement must be submitted prior to beginning candidacy. Verification of participation and proof of fully paid assessment fee must be submitted to receive the reimbursement.

For approved high-need areas, Praxis Subject Assessments and Praxis Teaching Reading (5205) will be reimbursed up to the value of one (1) credit hour, not to exceed the tuition rates at Old Dominion University and/or Norfolk State University. These high-need areas will be identified annually by The Department of Human Resources. In lieu of college credit hours, one retake per fiscal year, up to a total of two retakes, will be reimbursed. The Application for Tuition & Assessment Reimbursement must be submitted **prior to the test date**. An official score report and proof of fully paid assessment fee must be submitted to receive the reimbursement. This testing option does not apply to individuals who are seeking early/primary Pre-K-3 or elementary education Pre-K-6 endorsements or to those individuals who hold a technical professional license, vocational evaluator license, pupil personnel services license, school manager license, or division superintendent license.

Approved Letter Grades

Approved letter grades include:

- Graduate Level Courses: A, B, P (Pass)
- Undergraduate Level Courses: A, B, C, P (Pass)



Application for Tuition & Assessment Reimbursement for SY 2024-2025

Submit this application to tuition@nps.k12.va.us.

All tuition reimbursement correspondence, including this application, must be sent to tuition@nps.k12.va.us. Alternate methods of delivery are not accepted.

This application must be completed and submitted to the Department of Human Resources **before the first class meeting or assessment date**. Tuition and assessment reimbursement is granted on a first-come, first-served basis to employees who meet all eligibility requirements. The Department of Human Resources will notify the employee of approval or disapproval via e-mail.

With no exceptions to this policy, proof of successful completion and out-of-pocket payment must be submitted to the Department of Human Resources via e-mail to tuition@nps.k12.va.us within sixty (60) days of the course end date or assessment date.

All applicants must complete this section.

Name	_____	Employee ID Number	_____
Street Address	_____	Apartment or Unit	_____
City	_____	Zip Code	_____
NPS Location	_____		
Current Position	_____		

For course reimbursement, complete this section.

Course Number	_____	Course Name	_____
Course Start Date	_____	Course End Date	_____
		Credit Hours	_____
College/University	_____		

Briefly explain how this course will strengthen your current assignment.

For assessment reimbursement, complete this section.

Assessment Name	_____	Assessment Date	_____
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Briefly explain how this assessment will strengthen your current assignment.

Applicant's Signature

Administrator's Signature

For Human Resources Use Only

FY	_____	Fund	_____	Area	_____	Organization	_____	Program	_____	Object	_____	Sub-Object	290000	Category	_____
Date Processed	_____			Hours Approved	_____			Date Forwarded	_____			Hours Remaining	_____		
Amount (\$)	_____			School Year	_____			Previously Approved this Year	_____						