

BSACAP Career Development Allotment

This policy will begin with the Fall 2015 semester and remain in effect until further notice.

Tuition Assistance For Lead Teacher / Teacher Assistant With the Following Qualification(s)

- **IECE certification:** No additional financial assistance
- **Bachelors in ECE or related field:** No additional financial assistance
- **Bachelors in unrelated field:** May be approved for up to 3 early childhood college classes per semester.
- **Associates in ECE or related field:** May be approved for up to 3 college classes per semester
- **Associates in unrelated field:** May be approved for up to 3 early childhood college classes per semester.
- **Less than Associates:** May be approved for up to 3 college classes per semester.

Note: Additional classes may be approved depending on funding and unique individual situations.

Additional Assistance For Lead Teachers / Teacher Assistants

Mileage: Staff members enrolled in an early childhood college course, are eligible to be reimbursed mileage at the rate of 41 cents per mile for each mile traveled to and from regularly scheduled class time. Mileage must be recorded on the *Class Attendance Mileage Voucher* form and must be initialed by the instructor each date for which mileage is being claimed. Mileage claims are to be submitted within thirty (30) days of completion of the early childhood course. Completed mileage forms should be sent to Patti Miller at 230 Court Street, Paintsville, KY 41240.

Textbooks: Staff members may submit textbook receipts for any approved college course to BSACAP for reimbursement immediately upon purchase.

Supplies: At the end of each semester, staff will be given a \$100 supply fee for each early childhood course completed at a college or university other than Ashford University to cover supplies incurred throughout the semester. Due to the short duration of coursework completed through Ashford University, staff will be given a \$50.00 reimbursement for each early childhood course completed through Ashford. The supply fee will only be given after documentation of a passing grade is submitted to BSACAP.

Assistance for Non-Teaching Staff

Non-teaching staff positions may be approved for tuition assistance with 1 undergraduate course per semester depending on individual situation. Mileage, textbooks, and supply costs will not be provided to non-teaching staff.

Additional Notes:

- *All staff who receive tuition assistance from BSACAP will be required to sign a Tuition Reimbursement Agreement.*
- *Tuition assistance will only be given after the staff person has applied for financial aid and been denied. However, a denial from financial aid will not be a prerequisite for mileage, book, or supply reimbursement.*