

**Big Sandy Area Community Action Program  
Head Start  
Career Development Allotment  
Staff**

**Directions for Submitting a Career Development Request**

1. Complete requests using the most recent, updated forms. Forms may be printed from the *Forms* page of our Head Start website. <http://bsacapheadstart.com/Forms.html>
2. **For College Courses**, the following documents must be completed in full and submitted by the deadline dates listed in section 6 below:
  - a. Career Development Checklist Form;
  - b. Copy of FAFSA Student Aid Report (SAR) for the current school year that has your Expected Financial Contribution (EFC);
  - c. If applicable, most recent college course grades. Although grades must be on a document obtained from the college/university, they do not need to be on an official transcript;
  - d. Career Development Request Form (completed in full and signed by Delegate Director);
  - e. Release of Information Form;
  - f. Tuition Reimburse Agreement Form  
OR  
CDA Tuition Reimbursement Form if courses are being taken to fulfill the course requirement needed to obtain a Child Development Associate (CDA) Credential.
3. **For MSU CDA Courses**, the following documents must be completed in full and submitted by the deadline dates listed in section 6 below:
  - a. MSU Application to be completed prior to the first semester course;
  - b. MSU CDA Career Development Checklist;
  - c. MSU CDA Career Development Request Form (completed in full and signed by the Delegate Director);
  - d. Copy of first semester grade when requesting approval for second semester course;
  - e. CDA Tuition Reimbursement Agreement
  - f. MSU FERPA Form.

4. **For Online CDA Care Courses**, the following documents must be completed and submitted in full:
  - a. CDA Online Care Courses Career Development Request Form (completed in full and signed by Delegate Director);
  - b. CDA Tuition Reimbursement Agreement.
5. **For the Online Child and Family Partners Family Partnership Credential Program**, the following documents must be completed and submitted in full:
  - a. Family Partnership Credential Career Development Request form;
  - b. Family Advocate Credential Tuition Reimbursement Agreement.
6. Submit requests by the following deadlines:
  - a. **Fall Semester**            **July 15<sup>th</sup>**
  - b. **Spring Semester**        **December 1st**
  - c. **Summer Semester**      **May 15<sup>th</sup>**

### **Financial Assistance**

1. BSACAP Head Start is the *Payer of Last Resort* for all approved Career Development Requests, meaning all other sources of financial assistance, excluding loans, must be applied towards tuition costs before payment by BSACAP Head Start.
2. A Free Application for Federal Student Aid (FAFSA) must be completed for the current school year. FAFSA applications may be completed online at: <https://fafsa.ed.gov/>
3. The cost per credit hour for undergraduate coursework at Morehead State University (MSU) is used to set the maximum amount of tuition assistance provided by BSACAP Head Start.

### **Maintaining Good Standing**

1. A passing grade must be earned for courses in which tuition and fees were paid for by BSACAP Head Start.
2. Withdrawal from an approved course must occur on or before the drop/add deadline date set by the college/university and the Grantee Office must be notified that the course has been dropped.
3. If a course approved for tuition assistance has been changed to a different course, the Grantee Office must be notified as soon as the change has been made.

Failure to earn a passing grade, withdrawal after the drop/add deadline date for 100% reimbursement set by the college/university, or failure to notify the Grantee Office of schedule changes made to courses approved for tuition assistance may require that all funds paid by BSACAP Head Start be reimbursed to the agency before any further financial assistance from the BSACAP Career Development Allotment will be approved.