



## **CENTER FOR TEACHING AND LEARNING TITLE III FACULTY TUITION REIMBURSEMENT SUPPORT PROGRAM**

### **APPLICATION GUIDELINES**

#### **IMPORTANT NOTES:**

1. The program is available to only regular full-time **faculty** who are on the active payroll at Delaware State University.
2. Program covers **Fall, Spring** and **Summer** semester enrollment in an academic credit course, for up to **SIX (6) credits, annually**. Only courses required for attainment of advanced degrees or specialty certifications are eligible for this program.
3. This program is a reimbursement program. The faculty member must present a passing grade of “C” or better in order to be reimbursed. In addition, only certification programs and/or graduate courses **not** offered at DSU are eligible for this program.
4. Each faculty member, upon enrolling, automatically accepts the obligation to comply with the rules and regulations of the offering institution.
5. Tuition reimbursement must be pre-approved in the semester preceding enrollment. Tuition reimbursement cannot be requested retroactively.

#### **FACULTY MUST TAKE THE FOLLOWING STEPS:**

- Complete the employee section of the **application form (attached)** and obtain the necessary signatures of the Chairperson and Academic Dean.
- Attach a cover letter on department letterhead addressed to Dr. Rebecca Fox-Lykens, Director of the Center for Teaching and Learning requesting **Title III Tuition Support funds**. State in the letter the total amount requested, the program of study, and, its benefits to the university. Additionally, a copy of the admission letter to graduate studies is required along with a curriculum sheet and all program information.
- The CTL must receive your intent for Tuition Reimbursement **prior** to any consideration of reimbursement from this fund. In addition, reimbursement is **contingent** upon availability of funds, as well as department and/or personnel equity issues.
- Upon completion of the class, please submit a **copy of the application form** that was originally submitted along with an **original receipt of payment and an official transcript or grade report indicating completion of the class with a grade of 75% or better**.
- Return all completed forms to the Center for Teaching and Learning.