

## **Alamogordo Public Schools Tuition Assistance Program**

Alamogordo Public Schools (APS) promotes continued learning and development of its employees by offering tuition reimbursement for appropriate coursework.

### **Eligibility**

- Available to any full time APS employee.

### **Participating Colleges and/or Universities**

- Any New Mexico accredited college and/or university

### **Participation Process**

- Eligible APS certified employee must submit Request to Participate form to Human Resources Department prior to the first day of classes.
- Upon completion of the classes, APS certified employee shall submit the following documents:
  - Course Registration Receipt(s)
  - Textbook Receipt(s)
  - Unofficial Transcript indicating Final Course Grade
- TAP Request to Participate form must be completed for each semester. .

### **Reimbursement Process**

- Coursework must meet requirements for a Bachelor's degree, Master's degree and/or certification in education or related educational fields.
- The APS certified employee must have paid for coursework and/or textbooks. If coursework is paid by other entity (scholarship, grant, etc.) APS will not reimburse.
- The APS certified employee must earn a grade of "C", or better.
- Certified employees that satisfactorily complete courses from an accredited college designated as approved coursework shall be reimbursed the cost of tuition, books and fees not to exceed \$1000.00 per semester.
- **All TAP forms must be submitted within four (4) weeks of completed coursework.**

### **Tuition Assistance Program**

- Continuation of TAP is contingent on funding sources.
- Upon receiving Bachelor's degree, Master's degree, program certification and PED license requirements, APS may extend an offer of employment within the licensed area.
- The employee will be required to complete at least three (3) years of service or must repay the totality of TAP reimbursement monies.

**Alamogordo Public Schools  
Tuition Assistance Program  
Request to Participate**

I, \_\_\_\_\_ (employee name) am requesting  
on \_\_\_\_\_ (date) to be considered for the Alamogordo Public Schools Tuition  
Assistance Program.

\_\_\_\_\_  
Education Degree Program or Related Education Field Program

\_\_\_\_\_  
Course Title

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Signature) \_\_\_\_\_

On \_\_\_\_\_ (date) the Tuition Assistance Program Entry Form was  
received by the Director of Human Resources.

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Signature) \_\_\_\_\_

On \_\_\_\_\_ (date) the Director of Human Resources approved/denied  
Tuition Assistance Program Request.

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Signature) \_\_\_\_\_

***Request to Participate Form must be submitted to Human Resources Department 4 weeks  
prior to first day of class(es).***

***Tuition Assistance Program is contingent on funding and is not guaranteed.***

**Alamogordo Public Schools  
Tuition Reimbursement Form**

Circle Term:            Spring            Summer            Fall

Course #	Course Title	Grade must be "C" or better	Textbook Amount	Course Amount

Textbook Total            \$ \_\_\_\_\_

Course Total                \$ \_\_\_\_\_

Total Reimbursement Requested    \$ \_\_\_\_\_

\_\_\_\_\_  
Name

\_\_\_\_\_  
Job Title

\_\_\_\_\_  
Work Location

\_\_\_\_\_  
Work Telephone Number

\_\_\_\_\_  
Home Address

\_\_\_\_\_  
City

\_\_\_\_\_  
Zip Code

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

<b>Human Resources Use Only</b>	
_____ Signature of Director of Human Resources	_____ Date Received
<input type="checkbox"/> Unofficial Transcripts <input type="checkbox"/> Receipt(s) (registration, textbook or appropriate materials)	

<b>Business &amp; Finance Use Only</b>	
_____ Signature of Director of Business & Finance	_____ Date Received
_____ Signature of Accounts Payable	
_____ Budget/Account Code	