ATTENTION: KYAE College Tuition Reimbursement
Application is due August 1

DUE AUGUST 1: KYAE COLLEGE TUITION REIMBURSEMENT APPLICATION

While funds are available, KYAE will reimburse up to $1,300 per semester (not to exceed $3,900 per program year), per adult education instructor or program director, for college tuition reimbursement of approved coursework.

Priority consideration will be given to full-time staff.

Reimbursements will be granted to part-time instructors as funds permit. In the application, part-time instructors will also need to provide justification for qualifying for the reimbursement, as well as how this tuition support will benefit their adult learners.

August 1, 2016, is the Annual Application Deadline. Applicants should complete the college tuition form by the application deadline and identify their proposed coursework and semester(s) of study for the year. You can access the form here.

Reimbursement is available for undergraduate coursework in English language, learning disabilities, education, reading, language arts, science, social studies, mathematics and social work; and for graduate level courses to earn a master’s degree in linguistics, English language, adult education, arts in teaching, reading, language arts, science, social studies, mathematics or social work.

Programs may not use KYAE funds for college tuition reimbursement.

- Reimbursement will apply to Kentucky’s public postsecondary institutions only.
- The courses must be approved by KYAE by the Annual Application Deadline and before the first day of class.
- Staff eligible for an employer or a fiscal agent tuition waiver, are not eligible for KYAE college tuition reimbursement.
- The program director must send the completed 2016-17 College Course Approval Application to aepd@ky.gov.
- For approved requests in undergraduate courses, the staff member must earn a letter grade of “C” or better. For a graduate course, the staff member must earn a letter grade of “B” or better.
- Reimbursement will be made to the employee’s program and not to individuals. It is the responsibility of the local program to reimburse their employee for college tuition.
- The program director will provide a copy of the college tuition expense as part of the KYAE-10 invoice along with a copy of the transcript showing completion of the course at the grade levels listed above. KYAE will reimburse fiscal agents only. A copy of the transcript must also be filed in the staff personnel file.
- In the event that an employee, having received KYAE tuition reimbursement, does not continue in employment at the adult education program for a six-month period following completion of a course,
the employee shall repay KYAE for the cost of the educational assistance. All materials for reimbursement must be received by the final invoice date.

- An employee who is laid-off shall not be obligated to the six-month service obligation clause and shall not have to repay educational assistance funds provided the previous semester.
- KYAE is authorized to recover education assistance funds expended if:
  - The course(s) is (are) dropped, regardless of cause, without prior approval of the appointing authority or his/her designee.

The employee is dismissed for cause or resigns or retires prior to completion of a six-month service obligation after completion of the course or during the course.

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