

**MECKLENBURG AREA CATHOLIC SCHOOLS
FULL-TIME EMPLOYEE INCENTIVE PROGRAM
2018 – 2019 SCHOOL YEAR**

Section B: MASTER’S PROGRAM SPONSORSHIP APPLICATION

Eligibility Requirements

- Employee must be full-time MACS teachers, administrators, and counselors
- Employee must be employed full-time for one full year with eligibility starting at the beginning of the second year of full-time employment
- Teachers must have completed 12 hours of education credits at either the graduate or undergraduate level prior to applying for reimbursement. *Teachers who already have a valid teaching license meet this criteria.*
- Teachers who have applied for a Diocesan Teaching Certificate must have completed the required 12 hours of education credits prior to seeking reimbursement. *Those required 12 hours of education credits do not qualify for reimbursement even if those credits are completed as part of a Master’s program.*
- Employee must maintain satisfactory performance evaluations by the supervising principal

Program Requirements

- The degreed program must be within the content area of teaching or administrative responsibilities for which the employee has been accepted
- Written evidence of acceptance into Master’s program from the respective graduate institution must be presented by the employee
- Course earned grade must be B or above; must show written evidence (ex. transcript) furnished by the graduate school of the course and final grade
- Master’s degree must be completed within five years of start

Reimbursement Policy

- Reimbursement for a teacher’s out of pocket tuition cost will be up to the equivalent of 50% of UNCC current graduate NC resident tuition costs
- Each semester, no more than 2 courses will be reimbursed
- Reimbursement will be made on a semester basis upon completion of course work
- Reimbursements are for the previous semester only. *Requests for reimbursements for course work prior to the previous semester will not be considered.*
- If course work is terminated or degree not completed, reimbursement of all assistance received is required to MACS
- For every \$1,500 expended by MACS, one year of service to MACS is expected upon completion of degree
- If appropriate years of service are not rendered, the tuition reimbursement will be prorated

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APPLICANT NAME _____

APPLICANT SCHOOL _____

APPLICANT POSITION _____

Criteria for Completion (Attachments must be included)

- Documentation of acceptance into a Master's program from the graduate school, within the content area of teaching or administrative responsibilities
- Documentation of completion of course(s) and written evidence of final grade of B or above furnished by the graduate school
- Documentation from the graduate school of course invoice of cost and payment

APPLICANT SIGNATURE _____ DATE _____

PRINCIPAL SIGNATURE _____ DATE _____

BUSINESS OFFICE SIGNATURE _____ DATE _____

SUPERINTENDENT SIGNATURE _____ DATE _____

Approved Credit Hours: _____

Approved Reimbursement: \$ _____