

REGULATIONS

BESE TUITION PROGRAM FOR TEACHERS

Developed by the Louisiana Department of Education
Approved by the Board of Elementary and Secondary Education

I. INTRODUCTION

Louisiana Revised Statute 17:7.3 requires the Board of Elementary and Secondary Education (BESE) to establish a continuing education program at Louisiana colleges and universities under which classroom teachers may take courses with tuition paid by the State.

II. PROGRAM APPLICATION

Application forms will be released by the Louisiana Department of Education (LDOE) pending funding availability. Announcements of application opportunities and copies of applications will be released through the Department's website and district and charter school newsletters.

Applications will be evaluated and scored by LDOE on metrics preferencing quality of application, geographic variability, educators who teach in low performing, diverse populations, and other priorities as deemed by the Department (e.g., science, math, STEM). Awards will go to the highest scores until the dedicated funding is depleted. Applications received after the deadline or incomplete applications will not be considered for eligibility.

The application developed by the LDOE shall include, at a minimum, the following components:

1. Name of the teacher, teaching position, school, and school system
2. Anticipated course title, course start and end date, cost of tuition, and institution of higher education
3. Description of the purpose for enrolling in the course
4. Signature approval from the employing authority or designee

III. TIMELINE

The LDOE will release an application prior the start of the fall, spring, and summer semesters for interested educators. Applicants and their school system will be informed if they have been selected for a spot in the BESE Tuition Program for Teachers prior to the deadline to register for courses. The number of spots will be limited to the funding availability per quarter/semester.

Applicants that do not receive a spot in the BESE Tuition Program for Teachers will be eligible to apply to take courses through the Board of Regents Louisiana Classroom Teacher Enrollment Program (CTEP). If applying for CTEP, teachers cannot preregister or register for the courses through regular registration and will enter the courses after drop/add if space is available in the courses. Teachers will be required to have their school districts sign the CTEP application before submitting the CTEP application to a college/university.

IV. ELIGIBILITY

A. PARTICIPANTS

Any classroom teacher on a standard or non-standard certificate who is regularly employed by a state-approved public or non-public elementary or secondary school under the jurisdiction of the BESE is eligible.

Applicants receiving other financial assistance (i.e. stipends, graduate assistantships) specified for tuition/registration costs are ineligible for the BESE Tuition Program for Teachers.

B. COLLEGES AND UNIVERSITIES

Approved classes through the BESE Tuition Program for Teachers shall be limited to online or in-person courses at any public regionally accredited college or university in this state as well as the following private universities: Centenary College, Dillard University, Louisiana College, Loyola University, Our Lady of Holy Cross College, Tulane University, including Tulane Medical School, Xavier University, or at Louisiana State University Health Sciences Center.

C. COURSES

Credit courses in the applicant's area of certification, job assignment, or courses outside these areas, specifically in the area (s) of critical shortage, as approved in writing by the superintendent or his/her designee of that city or parish school system are eligible.

D. TUITION

1. Tuition, for the purposes of this program, is defined as the fee per course per quarter/semester. The State will not pay for student activity fees or other university fees. Tuition payment shall be limited to the amount of tuition assessed for on-campus courses.
2. Prior to the beginning of each semester, the Louisiana Department of Education will provide the Louisiana Office of Student Financial Assistance with the names of students

who have qualified for the BESE Teacher Tuition Program for Teachers and the courses they are allowed to take.

3. The LDOE shall transfer the funding for each approved and enrolled participant to the Louisiana Office of Student Financial Assistance.
4. The amount paid by the State for any tuition imposed by or applicable to the nonpublic college shall be equal to but not greater than the highest tuition charged by a public college or university in this State.

V. INELIGIBILITY

Tuition shall not be paid on the following:

1. Non-credit courses or audit courses.
2. Non-instructional credit courses such as examination courses.
3. Courses in theology or divinity.
4. Courses for applicants who are receiving retirement funds from a State retirement system.
5. Courses taken by independent study.

VI. COLLEGE AND UNIVERSITY PROCEDURES

- A. Prior to the beginning of each semester, the Louisiana Office of Student Financial Assistance shall provide all colleges and universities with the list of students who have qualified for the BESE Tuition Program for Teachers and the eligible course work.
- B. At the time of registration, the applicant shall be exempt from paying tuition for eligible course work covered in this program.
- C. Each college and university shall submit to the Louisiana Office of Student Financial Assistance, after the 14th day of class of each quarter/semester, an invoice for tuition costs for all students who enrolled in eligible courses during the respective semester.
- C. The Louisiana Office of Student Financial Assistance shall provide each college or university with funding for the tuition costs for the eligible participants of the BESE Tuition Program for Teachers.