Policy for Masters of Education/Ed Specialist 50% Reimbursements

The Grand Valley State University (GVSU) Charter Schools Office (CSO) is pleased to offer financial support for teachers, administrators and school counselors/psychologists employed within our portfolio of schools who wish to participate in GVSU’s Master of Education and Ed Specialist programs.

- Tuition reimbursement is limited to twelve (12) credits per academic year. The academic year runs from Fall semester through Spring/Summer semester.

- Students must apply in order to be eligible to request reimbursement each semester. To apply for eligibility, go to [www.gvsu.edu/cso/med](http://www.gvsu.edu/cso/med) and click on “Tuition Reimbursement Eligibility Application.” Once you have submitted a form, you will receive an email indicating whether or not your application was accepted. There are a limited number of slots for reimbursement each semester and the slots are on a first come, first served basis. When the limit is reached, reimbursement eligibility will be closed for the semester.

- If a student has received approval to request reimbursement via the eligibility form, once the semester has finished and grades have been posted to Banner, he/she may request reimbursement. To request reimbursement, go to [www.gvsu.edu/cso/med](http://www.gvsu.edu/cso/med) and click on “Tuition Reimbursement Form.”

- If a student has applied for, and received, reimbursement for 12 credits, they may not request reimbursement for further credits, regardless of eligibility approval. The Charter Schools Office only approves eligibility, with the stipulation that the student still follows the 12-credit limit.

- Reimbursement is for the current completed semester only.

- Reimbursements are processed as they are received. Payment to the student in a check from their school of employment may take up 4-5 business weeks.

- EDR 612 and EDR 613 are not eligible for reimbursement. The classes are not a requirement for completion of any Masters of Education degree at GVSU.

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