

Diocese of Allentown / Schuylkill IU#29
Title II-A Project Registration Form

****LEADERSHIP ACADEMY****
Fall/Winter/Spring
A SEPARATE SUMMER APPLICATION WILL
BE MADE AVAILABLE TO ALL SCHOOLS IN
APRIL

DO NOT USE THIS FORM UNLESS YOU ARE PARTICIPATING IN THE **DIOCESAN LEADERSHIP ACADEMY**

*****Note: In order to be eligible for Title II-A funds, you must first provide proof/documentation that you have applied for and received your contractual tuition reimbursement funds in the current school calendar year prior to applying for Title II-A funds.**

Name of Teacher/Administrator: _____
Position: _____
Name of School: _____ City: _____
Level and area of Current certification: _____
Home Address: _____
City / State / Zip _____ Home Phone: (____)____ or Cell Phone: (____) _____
e-Mail Address _____

(Note: you MUST include an email address so you can be contacted in writing in case there is a problem or concern)

Reason for taking this course: **To obtain principal certification**

College/University: _____ Term: Fall Winter Spring Year _____

Course Number: _____ Course Title: _____ Start Date: _____ Completion Date: _____

Number of Credits: _____ **Amount requested: \$1000.00*** ***Maximum amount \$1,000 – tuition only – no fees, etc.**

Check as appropriate

- A) I have paid the tuition and fees, etc. I am seeking reimbursement upon successful completion of this course.
1. Social Security #: _____ **(required only if you have not received IU29 reimbursement in the past).**
 2. Copy of registration confirmation **(required with application)**
 3. Proof of payment attached **(required with application)**
 4. Proof/documentation of receipt of contractual tuition reimbursement funds **(required with application)**

- B) I have registered but have **not** paid the tuition or fees. Proof of payment will be provided prior to the end of the course.
1. Social Security #: _____ **(required only if you have not received IU29 reimbursement in the past).**
 2. Copy of registration confirmation **(required with application)**
 3. Proof/documentation of receipt of contractual tuition reimbursement funds **(required with application)**

*** Note: For Both options - Proof of payment (receipt or course invoice clearly identifying tuition amount: PAID, copy or screen shot of cancelled check/credit card receipt) and grade report are required in order to be reimbursed.**

ASSURANCE: I have read the college's policy regarding financial obligations due to withdrawal from a course/ workshop before completion. I understand that the grant will not pay any course costs if I withdraw from a course and I will be personally liable to pay those expenses to the college.

I also understand and agree to the requirement that I complete 2 years of employment with the Diocese of Allentown after I attain my principal certification.

Teacher / Administrator's Signature

Date:

Administrative signature on the application is considered assurance that the school has already allocated the \$1500 annual reimbursement available to full time diocesan teachers.

A separate form with required documentation must be completed and submitted for each course. Signed forms must be **MAILED**, not faxed or e-mailed, to: Office of Education/1425 Mountain Drive North, Bethlehem PA 18015.

ALL MATERIALS MUST BE PROCESSED THROUGH THE DIOCESAN OFFICE OF EDUCATION IN ORDER TO HAVE THE GRANT PAY FOR YOUR COURSES.