

**The Great Neck Board of Education**  
and the  
**Great Neck Teachers Association (GNTA)**  
announce the  
**2013 Summer Scholarship Program**  
*Application Deadline: April 25, 2013*

**Summer Scholarships**

Article 52 of the Board of Education-Great Neck Teachers Association Agreement provides funds for summer scholarships. These scholarships will be available for courses or programs that are subject-matter oriented. Interested teachers must apply for scholarships prior to April 25. Screening of applications will be done by an advisory committee and final selections will be made by May 15.

*Please Note:* Approval from the Summer Scholarship Committee does not mean automatic approval from the Inservice Institute.

**Board of Education**

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**2013 Summer Scholarship Program  
Advisory Committee**

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Elaine Brendel  
Terry Hood  
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## Summer Scholarship Regulations

1. Recipients must be members of the GNTA Bargaining Unit with confirmed employment for 2013–2014.
2. Scholarships will be awarded for **tuition only** to fund a subject-matter-oriented course, institute, workshop, or seminar. There is **no** reimbursement for fees or materials.
3. While there are no restrictions on location of proposed activity, travel and living expenses may not be included.
4. Only **one course** per person will be funded (equivalent to three credits).
5. Priority is given to first-time applicants.
6. Courses cannot be substituted without prior written Committee approval.
7. Administration courses are **not** funded.
8. Funds for courses during the school year are **not** issued.
9. Please note: according to current tax law, summer scholarships may be taxable income.
10. **Print the Application form (page 3). Complete and sign it. Send the Application form with a photocopy of the course description and tuition costs to:**  
Rosemary Cook, Summer Scholarship Program  
Great Neck Teachers Association  
The Cottage  
343 Lakeville Road  
Great Neck, NY 11020

## Reimbursement Regulations

- At the conclusion of the summer program, scholarship recipients are required to submit:
  1. **ORIGINAL** claim form (in BLUE ink)
  2. **ORIGINAL** documentation of course completion
  3. **ORIGINAL** bursar's paid receipt that **SEPARATES TUITION CHARGES FROM ALL OTHER CHARGES**, i.e., fees, materials, etc.  
**THE DISTRICT AND GNTA WILL REIMBURSE TUITION CHARGES ONLY**
  4. If submitting a **COPY** of the bursar's paid receipt, select one (1) of the following as an additional proof of payment:
    - a. Original credit card receipt **OR**
    - b. Copy of credit card statement with name on the statement (many credit card companies will not provide a statement with a name on it, so please check with your company **before** choosing to pay with a credit card. We **cannot** issue reimbursement without your name on the statement) **OR**
    - c. Copy of cancelled check, front **AND** back
  5. Statement from the institution of the exact cost of the course
- Any incomplete claim packet **WILL BE RETURNED**, thus delaying your reimbursement check.
- Please submit the complete reimbursement packet, for signature, to:  
Kim Semder, Summer Scholarship Chairperson  
The Cottage

## 2013 Summer Scholarship Application

Name \_\_\_\_\_  
Last First Middle

School \_\_\_\_\_ Grade/Subject Area \_\_\_\_\_ Phone (ext.) \_\_\_\_\_

Position (check one): \_\_\_\_\_ Full-time Teacher \_\_\_\_\_ Part-time/Hourly Teacher \_\_\_\_\_ Nurse

Home Address \_\_\_\_\_ Phone \_\_\_\_\_

**IMPORTANT: A photocopy of the course (workshop, etc.) description, from the brochure or catalog—also showing tuition costs—MUST BE INCLUDED with this application.**

**YOUR APPLICATION WILL NOT BE PROCESSED WITHOUT THIS INFORMATION.**

Course Title \_\_\_\_\_

Institution \_\_\_\_\_

Start Date \_\_\_\_\_ End Date \_\_\_\_\_

Number of Credits \_\_\_\_\_ Level of Credits (circle one): graduate undergraduate

Total Hours of Participation \_\_\_\_\_ Tuition \_\_\_\_\_

Type of Program (be specific—classroom? online? other?) \_\_\_\_\_

\_\_\_\_\_

Have you received a scholarship in a previous year? \_\_\_\_\_ Yes \_\_\_\_\_ No

I have read the Summer Scholarship Regulations and agree to abide by them. I understand that my failure to comply may result in forfeiture of any scholarship money awarded and loss of future eligibility.

**SEND THIS PAGE TO:**

Rosemary Cook  
Summer Scholarship Program  
GNTA — The Cottage  
343 Lakeville Road  
Great Neck, NY 11020

Signature \_\_\_\_\_

Date \_\_\_\_\_

**PHOTOCOPY OF THE COURSE DESCRIPTION & TUITION COSTS MUST BE INCLUDED WITH THIS APPLICATION**

*application deadline: april 25 • application deadline: april 25 • application deadline: april 25*