

The Great Neck Board of Education
and the
Great Neck Teachers Association (GNTA)
announce the
2015 Summer Scholarship Program

Application Deadline: April 25, 2015

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.

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**2015 Summer Scholarship Program
Advisory Committee**

Kim Semder, Chairperson
Elaine Brendel
Terry Hood
Kelly Newman

GNTA Executive Board

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Summer Scholarship Regulations

1. Recipients must be members of the GNTA Bargaining Unit with confirmed employment for 2015–2016.
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 the location of the 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

Please keep a copy of all submitted documents for your records.

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. 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. 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

You must submit, and identify, the above five (5) pieces of documentation. Please submit all paperwork together. **Any incomplete claim packet WILL BE RETURNED**, thus delaying your reimbursement check. Please keep a copy of all submitted paperwork for your records.

Please submit the complete reimbursement packet, for signature, to:

Kim Semder, Summer Scholarship Chairperson
The Cottage

2015 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.** Please keep copies of your paperwork.

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