

**The Great Neck Board of Education**  
and the  
**Great Neck Teachers Association (GNTA)**  
announce the  
**2023 Summer Scholarship Program**

*Application Deadline: April 25, 2023*

**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, nor does it mean your course is automatically approved for salary class advancement.*

**Board of Education**

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**2023 Summer Scholarship Program  
Advisory Committee**

Kim Semder, Chairperson  
Eleanor Demarco  
Daniel Issac  
Kelly Newman

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## Summer Scholarship Regulations

1. Recipients must be members of the GNTA Bargaining Unit with confirmed employment for 2023–2024
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 will **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 and DASA courses are **not** funded.
8. Funds are for courses offered during the traditional summer session beginning after May 15<sup>th</sup>.
9. Please note: according to current tax law, summer scholarships may be taxable income.
10. **Print the Application form (page 4). 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
11. **Please keep a copy of all submitted documents for your records.**
12. If you have questions, please ask; no exceptions will be made in regards to the application or reimbursement regulations. Contact the Summer Scholarship Committee at [Summerscholarship@greatneck.k12.ny.us](mailto:Summerscholarship@greatneck.k12.ny.us) with your questions.

## Reimbursement Regulations

At the conclusion of the summer program, scholarship recipients are REQUIRED to submit:

1. GNPS claim form.
2. Documentation of course completion, copies are acceptable. **Note: if you are applying for salary class advancement, please have an official transcript sent to Human Resources at Phipps. Neither GNTA nor HR will be able to make copies for you.**
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. **No other form of payment will be accepted:**
- a. Original credit card receipt OR
  - b. Copy of credit card statement with your name on the statement or bank statement (if paying with debit card). Many credit card companies will not provide a statement with your 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**. If only your spouse's name is on the statement, please send a copy of your credit card with the all but the last four digits blocked out. If your statement is in your maiden name, please attach a copy of your marriage license. Please make sure all other items are crossed out on the statement, we just need to see the applicable charge.  
OR
  - c. Copy of canceled check, front AND back.
  - d. If you chose to pay with PayPal, please attach a copy of your PayPal statement with applicable information: your name, the charge from the institution along with the amount.
5. Statement from the institution of the exact cost of the course. **A document that shows "paid" or a zero balance is not acceptable.**

**You must submit, and label, the above five (5) pieces of documentation no later than October 2, 2023.**

Please label and 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 either through interoffice mail or US Postal Service to:

Rosemary Cook  
The Cottage  
343 Lakeville Rd.  
Great Neck, NY 11020

PLEASE DO NOT submit for reimbursement through MLP. Summer Scholarship is administered by GNTA and is separate from MLP.

***APPLICATION DEADLINE: APRIL 25 — APPLICATION DEADLINE: APRIL 25 — APPLICATION DEADLINE: APRIL 25***

## 2023 Summer Scholarship Application

Name \_\_\_\_\_

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

Is this course part of an EdD in Educational Leadership? \_\_\_\_\_ Yes    \_\_\_\_\_ No

If yes, do you already have your administration certificate? \_\_\_\_\_ Yes    \_\_\_\_\_ No    \_\_\_\_\_ N/A

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.

Signature \_\_\_\_\_

Date \_\_\_\_\_

**SEND THIS PAGE AND COURSE NAME/DESCRIPTION WITH TUITION COST TO:**

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

**PHOTOCOPY OF THE COURSE DESCRIPTION & TUITION COSTS MUST BE INCLUDED WITH THIS APPLICATION  
PLEASE KEEP A COPY FOR YOUR RECORDS YOU WILL NEED IT FOR REIMBURSEMENT.**

**APPLICATION DEADLINE: APRIL 28 — APPLICATION DEADLINE: APRIL 28 — APPLICATION DEADLINE: APRIL 28**