



February 8, 2022

TO: All Eligible PFT Members

FROM: Larisa Shambaugh
Chief Talent Officer
Office of Talent

RE: CAREER DEVELOPMENT FUND PROGRAM
DEADLINE FOR APPLICATIONS – March 11, 2022

The Agreement between the Philadelphia Federation of Teachers and the Board of Education of The School District of Philadelphia contains a provision for a Career Development Fund Program for employees interested in education support fields. This program includes funds designed to assist with programs of college level work and/or with General Educational Development (GED) Programs where applicable.

***** As a recipient of this email, you are eligible to partake in this program. Please note, you must have been an active employee with the School District of Philadelphia when the courses were taken. *****

Applications are now being accepted for **courses taken from January 2021 through December 2021**. Please see the attached tuition reimbursement application for college courses. The criteria for tuition reimbursement are also attached and must be followed without exception. Approved candidates will receive up to \$600 reimbursement for credits taken in 2021. Participants are not eligible for dual reimbursement. This contract states that reimbursement is not granted for tuition covered by grants received from another program. This does not apply to loans.

DEADLINES:

- Application, proof of payment, and accompanying official transcripts must be sent in by **March 11, 2022**. Unfinished applications or documents received/postmarked after this date will not be processed.
- Individuals approved or denied for reimbursement will receive an email confirmation when it has been reviewed. Approved individuals will receive payment by June 30, 2022.

REQUIRED DOCUMENTS:

1. A completed and signed tuition reimbursement application.
2. An official unopened transcript indicating courses successfully completed (grade of “C” or better).
3. An invoice or receipt from the college/university to show proof of payment for the courses (i.e., bursar’s receipt, account statement, etc).

WHERE TO SEND DOCUMENTS:

- You can email the application and documents directly to careerdevelopmentfund@philasd.org.
- To send an official electronic transcript, the school’s third-party vendor must send it directly to careerdevelopmentfund@philasd.org.
- Please be mindful, documents sent through U.S. mail may be delayed. All documents postmarked by March 11th will be processed. If your college/university does not have electronic transcript, you can send it to:

Attn: Career Development Fund Reimbursement
The School District of Philadelphia
Office of Certification
440 N. Broad Street, Suite 222
Philadelphia, PA 19130

If you have any questions, please feel free to contact Judith C. Crum at careerdevelopmentfund@philasd.org

Regards,

A handwritten signature in black ink, appearing to read "Larisa J. Seufert". The signature is fluid and cursive, with the first name "Larisa" being more legible than the last name "Seufert".

LS/ln

Enclosures

cc: Jerry T. Jordan