



# Greenhouse Program Application

## Applicant Information

<b>Background Information:</b>			
Today's Date:	SAP#:	Work Location:	
Last Name:	First:	Email:	
Home Address:	City:	Zip:	
Phone #:	Position:		
College/University in which you are enrolled:			
What area of teaching are you interested in pursuing?			
How did you hear about the Greenhouse Project (i.e., website, friend, etc.)?			
<b>Educational Status:</b>			
GED: Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
			If yes, year obtained:
High School Attended:			Yr. of graduation:
AS degree: (specify area)			Yr. obtained:
AA degree: (specify area)			Yr. obtained:
Please list the last school/college you attended as a student:			

## Financial Aid Application Documentation

**Each school year**, the employee must submit evidence of applying for the Free Application for Federal Financial Aid (FAFSA). Employees can complete the free online application at <https://studentaid.ed.gov/sa/fafsa>.

The employee must provide an up-to-date Electronic Student Aid Report (SAR) stating his/her eligibility/ineligibility for a Pell and/or EASE Grants when submitting this application.

- Note about reimbursement requests: A financial statement must be submitted with reimbursement requests detailing the amounts awarded for EASE, Pell, and any additional scholarships/grants awarded to the employee. These funds will NOT be reimbursed and need to be considered when determining a reimbursable amount.

Please check all applicable items.

- I have attached the required Student Aid Report (SAR).
- I have attached a copy of additional grant funding for which I have applied.

**Please send this completed form and ALL supported documentation to:**

Courier: HRS/Office of Recruiting, Route E

Email: [jobs@polk-fl.net](mailto:jobs@polk-fl.net)



# Greenhouse Program Terms and Conditions

**A non-instructional employee must meet the following terms and conditions in order to access the Greenhouse Program.**

1. Non-instructional employees must be currently employed by the Polk County School Board.
2. Non-instructional employees must apply for the Greenhouse Program by completing the Greenhouse Program Application and submitting it to the Human Resource Services Office of Recruiting, Rte E.
3. Non-instructional employees must enroll in an institution of higher education.
  - a. The completed Verification of Enrollment Form must be sent to the Office of Recruiting. (Page 2 of the Greenhouse Program Application)
  - b. Reimbursement of tuition does not imply District responsibility for program availability or completion.

**Important Note:** This program will not cover classes taken (in the past) **or those in process**.

4. Non-instructional employees must **apply every school year** for Pell and EASE Grants and/or other funding opportunities by completing and submitting a Free Application for Federal Student Aid (FAFSA).

**Important Note:** If gift aid funding is obtained (i.e. Pell, EASE, TEACH Grant, scholarships, etc.), that funding will be deducted from the total amount eligible for reimbursement.

5. Whether or not funding is secured through a Pell or other grant, the non-instructional employee must send a copy of the updated electronic Student Aid Report (SAR) every school year to the HRS/Office of Recruiting.
6. Non-instructional employees must register for a class(es), purchase the textbook(s), and pass each course with a minimum of "C" or higher.
  - a. Once the class is completed, the employee must send a copy of the tuition receipt, lab fee receipt, technology fees, textbook receipts, and a grade report to the Office of Recruiting. Reimbursements will include 100% of tuition reimbursed at the state university rate and 50% of the cost of textbooks.
  - b. This process is to be repeated each term for the duration of the degree program. Documentation is due to the Office of Recruiting within **30 calendar days** of the posting of grades each term.

**Important Note:** This tuition and book reimbursement program does not apply to remedial courses.

7. Non-instructional employees agree to commit to being employed as a certified teacher in a Polk County School District public school as described in the Collective Bargaining Agreement (CBA) upon graduation. Please refer to page 3 of this packet for details regarding credit hour equivalents and information regarding time reimbursement credit.
8. If the non-instructional employee is not offered an appropriate position, he/she has no further obligation to the district.
9. Non-instructional employees shall sign a Promissory Note (herein) agreeing to the above stated time reimbursement. Time reimbursement shall not exceed a maximum of three years.
10. We can reimburse your subject area exam fees through our reimbursement process. Please see the Request form for more details.

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I understand that Polk County School Board offers a tuition reimbursement program for current non-instructional employees, effective as of October 24, 2000. If approved, I understand that I will be reimbursed at the state university rate (as appropriate) for tuition, technology fees, and lab fees as well as one-half textbook costs. Additionally, I am aware that this program will not cover classes that I am currently completing or those already taken.

**I have read and understand the terms and conditions above and agree to fulfill all requirements of this program designed to assist me in becoming a teacher in Polk County Public Schools.**

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First and Last Name (Printed)

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Employee Signature

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Date

# SUPPLEMENTAL INFORMATION- Page 3

## 9.3. EDUCATIONAL INCENTIVE FOR PARAEDUCATORS:

**9.3-3** The degree seeking paraeducator will be required to provide one half year of employment with the Polk County School Board as follows:

Credit Hours	Employment with PCSB
1-24	one half year of work for the Polk County School Board
25-48	additional one half year
49-72	additional one half year
73-96	additional one half year
97-120	additional one half year
121-144	additional one half year

- An employee shall not receive time reimbursement credit during any semester the employee is receiving the tuition/book subsidy established in 9.3-1 or 9.3-2.
- The paraeducator shall sign a promissory note agreeing to the above stated time reimbursement. Time reimbursement shall not exceed a maximum of three years.
- Employees that must take an Educational Leave to complete their requirements for graduation/certification, (i.e. internship, student teaching) must complete the educational leave form and indicate their participation in the Greenhouse Program, internship, or student teaching for their health benefits to be maintained during this period.
- If the employee is not offered an appropriate position, the employee owes no further obligation to the District. Reimbursement of tuition does not imply District responsibility for program availability or completion.

NOTE: Please note that should the employee choose to keep their health benefits during educational leave, he/she will be required to cover the cost of coverage.