

LETTER OF RECOMMENDATION

FROM

PROGRAM DIRECTOR

The following person has requested tuition support to take an education course. Please indicate on this form:

1. state the applicant's present Adult Education position, as well as the number of completed years in the program.
2. your intention to rehire the applicant.
3. remarks about the reasons you support this request.

APPLICANT: \_\_\_\_\_

COURSE: \_\_\_\_\_

\_\_\_\_\_  
(Signature of Director)

\_\_\_\_\_  
(Date)

PLEASE RETURN DIRECTLY TO:

BUREAU OF ADULT EDUCATION  
NH DEPARTMENT OF EDUCATION  
21 SOUTH FRUIT STREET, SUITE #20  
CONCORD NH 03301

AE/DT:jc  
08/31/05

## POLICY FOR TUITION SUPPORT OF ADULT EDUCATION PERSONNEL

In our continuing efforts to encourage the professional development of personnel who are employed in ATP and ABE programs across our state, the State Bureau of Adult Education shall set aside annually a modest Scholarship Fund that will be governed by the policies outlined below.

1. Tuition support shall be considered for all paid personnel in the State ATP/ABE programs.
2. Applications for tuition support will be considered on an individual basis by the Bureau of Adult Education.
3. Applications will be judged on the following criteria:
  - Relevance of the course to the applicant's position in the local ATP/ABE program.
4. The amount of support will be decided on the following bases:
  - a. The applicant is receiving no other support.
  - b. The applicant is receiving other support.
5. If the applicant is receiving no other support, the State Bureau of Adult Education will provide up to \$200. per credit starting July 1, 1999.
6. Requests for tuition support must be submitted prior to the first class meeting.
7. When the application for tuition support is approved by the State Bureau of Adult Education, the applicant is informed of the amount of support. When a copy of the paid receipt and a grade for the course are received in our Concord Office, a check for the agreed upon amount will be sent to the applicant.
8. In unusual circumstances individual waivers of the above policy can be authorized by the State Adult Education Administrator.