

MEMORANDUM OF AGREEMENT

Teachers Empowered to Achieving Masters (TEAM) Program Application

Fort Hays State University and USD 489

The purpose of this Memorandum of Agreement is to facilitate the access of graduate level courses to full-time qualified teachers within USD 489.

Program

To offer Ellis county teachers the encouragement and financial assistance to complete a graduate program through a collaborative agreement between the Ellis County School or school district and Fort Hays State University (FHSU). To qualify, employees must be full-time teachers, approved by building and district administration, and seeking a graduate degree through FHSU or up to 18 graduate credit hours in a high needs area based on anticipated openings and lack of qualified applicants, as designated by the district. Teachers must apply and be accepted to the FHSU Graduate School.

FHSU is responsible for:

- Providing a single point of contact for the program;
- Assisting with the development of promotional materials;
- Funding \$75 of the cost of each credit hour taken in the graduate program by participants of the program;
- Invoicing the district each semester;
- Hosting a program planning meeting to be held in the spring of each year.

USD 489 is responsible for:

- Providing a single point of contact for the program;
- Sending an approved list of teachers for the program by August 1st for the fall and Intersession, December 1st for the spring session, and April 6th for summer sessions;
- Funding \$75 of cost of each credit hour successfully completed in the graduate program by participants of the program;
- Promoting the program to current and new teachers within the District;
- Participating in the yearly program planning meeting.

Program Participating Teachers are responsible for:

- Completing admissions process into the program – this includes enrollment and fees to the graduate school;
- Payment of all fees not paid as stated above (this scholarship program may not be used in conjunction with another FHSU scholarship program);
- Successful completion of enrolled courses;
- Adhere to and uphold FHSU Graduate School policies and procedures as outlined in the university catalog.

Applicant Name: _____

Applicant's Current School Assignment: _____

Applicant's College Degree(s) _____

Applicant's Phone Number _____

Applicant's Email Address _____

Please list current licenses and certifications and expiration dates:

_____ Please specify your concurrent credit content area or interest (mark N/A if not applicable):

_____ Please specify which master's program you will seek (mark N/A if not applicable):

Upon successful completion of each course, this teacher will automatically qualify for subsequent courses until the completion of the master's degree is obtained **or** the approved 18 graduate credit hours are successfully completed.

I understand that by signing this form, I agree to all the conditions listed under the **Program Participating Teachers** section of the Memorandum of Agreement. (Please have the building principal sign this application before remitting to the district office for final signatures.)

Applicant's Signature _____ Date _____

Building Principal Signature _____ Date _____

Superintendent's Signature _____ Date _____

Fort Hays State University Authorized Signature _____ Date _____