

## Special Education Scholarship Program

The tuition reimbursement scholarship program provides financial assistance to educators pursuing advanced education in special education by obtaining a Special Education Certificate or a master's degree in special education.

- **Scholarship Awards:** Subject to available funding, tuition reimbursement scholarships for the Special Education Certificate Program will be a maximum of 50% of tuition paid by the participant not to exceed \$ 5,000. Tuition reimbursement scholarships for a master's program will be a maximum of 50% of the tuition paid by the participant not to exceed \$ 10,000.
- **Eligibility:** Applicants must be employed by and in good standing for a minimum of two years with an accredited Catholic elementary or high school recognized by the Diocese of Arlington.
- **Deadlines:** Applications should be submitted after acceptance to an accredited college or university and prior to beginning coursework. Proof of acceptance is a required part of the application. It is recognized that educators may begin a program at various points throughout the year; therefore, applications are accepted on a rolling basis.  
Educators who enroll in a certificate program must complete coursework within 18 months. Educators who enroll in a master's program must complete coursework within 36 months. A cumulative grade point average of 3.0 (on a 4.0 scale) must be obtained to be eligible for tuition reimbursement.
- **Agreement:** Porto Charities makes no claims regarding or guarantees of employment anywhere upon completion of coursework. It is expected that awardees who accept reimbursement/scholarship funds to complete a certification program must agree to continue working for the Diocese of Arlington for a minimum of twelve months after completing coursework, or twenty-four months after completing a master's degree.
- **Reimbursement Process:** Scholarships will be awarded to educators after all coursework needed to obtain either a certificate or a master's degree is satisfactorily completed. Educators must submit a copy of an official transcript showing a minimum cumulative grade point average of 3.0 (on a 4.0 scale) and proof of payment. Awardees will participate in an exit interview before reimbursement is made.

*For questions, please contact Maureen Ashby at [mashby@portocharities.org](mailto:mashby@portocharities.org)*