MEMORANDUM

TO: Employers of Certified Teachers
FROM: South Dakota Board of Regents
SUBJECT: Reduced Tuition Program for Teachers and Counselors

South Dakota Codified Law (§ 13-55-23 through § 13-55-28) establishes a reduced tuition program for K-12 teachers, counselors, and certified educators; those who meet identified criteria will benefit from a 50% reduction in tuition for courses – both undergraduate and graduate – completed at South Dakota public universities. For courses taught face-to-face on campus, approved participants will be assessed 50% of tuition plus 100% of required fees. For off-campus courses (commonly those courses that involve distance learning), approved participants will receive a reduction that is equal to 50% of the state resident rate.

To apply for this reduced tuition program, interested teachers, counselors, and instructors are required to complete form 250-97 (see attached), secure designated signatures, and submit to the appropriate university at the point of registration for the current term. Please note that individuals who register for courses during the regular academic year (fall and spring) must be currently employed with a contract in place; those who register for courses during the summer must have a signed contract for the succeeding school year. Further, participation is limited; it is contingent upon available space. Conferred eligibility is term-specific; consequently, the attendant form must be completed and submitted for each term of participation.

Submission of the form (250-97) is required under SDCL § 13-55-24; the university will use the information to determine eligibility. We ask that you reproduce this two-page form and make it readily available to all teachers employed in your school district. If questions arise, please direct them to the South Dakota Board of Regents (605-773-3455). Thank you for your continued support of education in our state!
The applicant must present this application and certification of eligibility form when he or she registers for university courses.

**PLEASE TYPE OR PRINT IN INK.**

Legal Name: ____________________________________________

Last         First           Middle

Home Address: ____________________________________________

Street   City   State        Zip

Phone Number: __________________________ Certificate Number: __________________________

Student ID (returning and continuing students): __________________________

School District Name and Number, or Accredited School: __________________________

**EMPLOYER CERTIFICATION OF ELIGIBILITY**

To be completed by District Superintendent or designee or Accredited School Principal

I certify that __________________________ is employed as an

☐ elementary teacher, ☐ secondary teacher, ☐ counselor, or ☐ certified educator (select one)

by __________________________ (name and number of school district or name of accredited school) for the current school year (or subsequent school year for courses in the summer term) and is required by the state law / administrative rules / employment contract (circle one) to attend college as a condition of employment or to maintain a certificate to teach or provide counseling services.

_________________________            __________________________
Signature of Superintendent or Employing Official            Name of District or Accredited School

_________________________
Name and Title (print or type)

_____________________
Date

_________________________
Phone Number
APPLICANT CERTIFICATION OF ELIGIBILITY
TO BE COMPLETED BY APPLICANT

Use of the tuition reduction only applies to the Regental institutions:

Black Hills State University  South Dakota School of Mines & Technology
Dakota State University  South Dakota State University
Northern State University  University of South Dakota

I CERTIFY THAT I MEET ALL OF THE FOLLOWING REQUIREMENTS:

1. I am a resident of the State of South Dakota.

2. I am a certified elementary (K-6) or secondary teacher (7-12), school counselor, or certified educator and am presently employed in South Dakota as a teacher, school counselor, or certified educator.

3. I am required by state law, administrative rules, or an employment contract to take college courses as a condition of employment or to maintain a certificate to teach or provide counseling services.

4. I am not entitled, at this time, to other reduced tuition benefits by law.

5. I have maintained an academic grade point average of 3.0 or better for coursework completed through this program, or I have not completed previous coursework under this program.

6. I am not requesting reduced tuition for more than six (6) semester credit hours under this program in the current academic year. The academic year shall begin with the Fall semester and include all of the following summer as defined in BOR Policy 5:5(H)(3).

7. I understand that my enrollment under this Tuition Reduction Program is dependent upon space available and that reduced tuition under this program may be taxable as income under federal Internal Revenue Service regulations.

The term for which I intend to apply for reduced tuition is (check one and enter year):

☐ Fall  ☐ Spring  ☐ Summer

The courses which I intend to take during the term are:

<table>
<thead>
<tr>
<th>University</th>
<th>Course Prefix, No. &amp; Title</th>
<th>Eligible Credit Hours</th>
</tr>
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<tbody>
<tr>
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I CERTIFY AND ATTEST THAT ALL INFORMATION PROVIDED IN THIS APPLICATION IS CORRECT AND THAT STATEMENTS 1-7 (ABOVE) ARE ACCURATE. I UNDERSTAND THAT INTENTIONALLY PROVIDING FALSE INFORMATION ON THIS APPLICATION MAY CONSTITUTE FRAUD.

_________________________________________  __________________________
Signature of Applicant                       Date of Application

_________________________________________
Name (print or type)

Updated: March 2024