



## Fall 2008 Paraprofessional Special Sponsored Course Cover Sheet

To request a Paraprofessional Special Sponsored Course, please complete this coversheet and the Client Data Sheet, and submit the items below by the appropriate deadline.

Your Name: \_\_\_\_\_

Date: \_\_\_\_\_

### Required items that must be submitted for this service:

Please **initial** the items below indicating that you included them in your package. ALL ITEMS ARE REQUIRED.

- \_\_\_\_\_ 1) This Paraprofessional Special Sponsored Course Cover Sheet
- \_\_\_\_\_ 2) Complete a "**Client Data Sheet for Paraprofessional Special Sponsored Courses**" for each course you are taking. (Make additional copies if needed.)
- \_\_\_\_\_ 3) Enclose a copy of your pay stub (**May 2008 or more recent**). If you are a substitute teacher, you need to submit a collection of pay stubs from the Spring of 2008 that add up to at least 20 days.
- \_\_\_\_\_ 4) Enclose a copy of your Plan of Study (**even if you have already submitted this to NCMTEC**)
- Check off the courses you have already completed.
  - Circle the course(s) for which you are requesting sponsorship.
- \_\_\_\_\_ 5) Enclose a copy of your registration printout from the college or university, showing the course(s) for which you are requesting sponsorship.
- \_\_\_\_\_ 6) For clients without a 4 year degree: Enclose proof that you have completed the Free Application for Federal Student Aid (FAFSA). See NCMTEC website for examples of proof.
- \_\_\_\_\_ 7) **Choose payment option "A" or "B"** listed below.
- \_\_\_\_\_ **Option A** = If you have already paid for your courses, submit a copy of your itemized receipt from the four-year college or university, which verifies your payment. A generic receipt will not suffice. The receipt or student account summary must list the charges and the amount you have paid. If approved, you will be reimbursed the tuition, minus your copay.
- Option A Deadline:** *All items listed in 1-7 above must be received at the address below by Friday August 29, 2008.*
- \_\_\_\_\_ **Option B** = If you have not paid for your course(s),
- Submit a copy of your bill from the university
  - Submit a **Money Order** for your co-payment **made out to UNC General Administration**  
The copay per course is: \$80 – 3 hours, \$54 - 2 hours, \$27 - 1 hour
- Option B Deadline:** *All items listed in 1-7 above must be received at the address below by the university deadline as listed on the NCMTEC website.*

**Mail to:** Attention: Paraprofessional Special Sponsored Courses  
North Carolina Model Teacher Education Consortium  
UNC Center for School Leadership Development  
140 Friday Center Drive, Suite 225  
Chapel Hill, North Carolina 27517

