

SDACC Graduate Degree Funding Request

Description:

Andrews University (AU): For the list of programs covered by the Andrews University and the Seventh-day Adventist Church in Canada Agreement, see page 2.

Accredited University other than AU: Limited funding is available for non-AU degrees that are not being offered by Andrews University under the agreement with the SDACC as listed above. Applications will be considered on an individual basis based on the eligibility requirements and conditions described below.

Eligibility:

Educational personnel are eligible to apply for SDACC funding for master's degrees if:

- They are full-time teachers or principals within the SDACC school system. Employees on temporary contracts are not eligible.
- This is their first master's degree, or they do not hold a Principal's certificate.
- They hold a valid Basic or Standard (or Professional for Principal's certificate) denominational teaching certificate (Exceptions may be considered for eligible Early Childhood Educators).
- They are recommended by their Conference superintendent or boarding academy president.

Conditions:

While we would like to assist all principals or teachers, who wish to pursue a graduate degree or principal's certificate, funds are limited for both the Andrews programs and the non-AU programs. We will do our best to support as many teachers as possible in their pursuit of graduate degree programs based on the following conditions:

- While eligible teachers may apply to take AU courses for recertification purposes only, priority will be given to those teachers planning to complete graduate degrees.
- Funding applies to tuition only; teachers are responsible for registration fee, graduation fee (if applicable), and all textbooks, materials, and other fees.
- Funding for degree programs in accredited universities other than Andrews University will be considered only if a similar degree is not offered by Andrews University.
- The SDACC Education Council Executive will make the final approval decisions from all applications received. Criteria that will be considered include: available funding, conference and local school needs, years of service, demonstration of successful teaching and/or administration, and potential for advanced study.
- The teacher acknowledges and agrees that it is a condition of Funding that he/she complete one full school year of employment service within the SDACC Education System per year of Funding received. Assistance given during the summer or school year for part-time study on a Master's degree shall be amortized by one year of service following the study. Upon receipt of the Master's degree, the teacher will be obligated to complete one full school year of employment service within the SDACC Education System. **Please note that previous employment for the SDACC Education System prior to entering the program, does not count towards amortization.** If the Teacher does not provide the employment service to the Employer as required by paragraph 9 in the MOA for any reason, the Teacher will reimburse the SDACC for whatever graduate expense has not been amortized by previous service.
- The teacher acknowledges that if he/she takes an extended leave of absence (e.g., maternity leave, personal leave, etc.) funding will be suspended. Funding may be reinstated following a return to regular employment (full-time teacher or principal within the SDACC school system). It is the employee's responsibility to inform the SDACC if he/she is taking a leave of absence.

Please note: This agreement does not guarantee continued employment, and individuals released by the conference will not be required to repay unamortized funding received.

Supplemental Documentation required: (to be submitted AFTER application has been approved)

AU degree or certificate programs:

- Completed AU application materials as outlined by AU
- Course plan (to be submitted once LEAD630 is completed)
- Signed Memorandum of Agreement (to be submitted once funding has been approved)

Non-AU degree programs:

- Acceptance letter into the graduate program (to be submitted once funding has been approved)
- Degree requirements as outlined by the university
- Course plan (see attached template)
- Signed Memorandum of Agreement (to be submitted once funding has been approved)

Approved Programs for Funding

The requirements for specific degree & certificate programs are available in the Andrews University Bulletin:

- Principals Certificate Program - https://www.andrews.edu/sed/leadership_dept/educational_leadership/programs/certificate_programs.html
- Business Administration MBA (Interactive Online) - https://bulletin.andrews.edu/preview_program.php?catoid=14&poid=9744
- Education, Curriculum and Instruction Emphasis, MA - https://bulletin.andrews.edu/preview_program.php?catoid=14&poid=9650
- K-12 Education, Educational Leadership Concentration MA (Interactive Online) - https://bulletin.andrews.edu/preview_program.php?catoid=14&poid=9355
- Religion MA - https://bulletin.andrews.edu/preview_program.php?catoid=14&poid=9852
- Special Education (Learning Disabilities) MS - https://www.andrews.edu/sed/tlc/programs/spec_ed/ms_special_education.html
- Learning Technologies MA - https://www.andrews.edu/grad/programs/sed/learning_technologies.html
- Teaching English to Speakers of Other Languages MA – <https://www.andrews.edu/grad/programs/cas/tesol.html>
- *Educational Psychology (Developmental Psychology concentration) MA (Interactive Online)– https://bulletin.andrews.edu/preview_program.php?catoid=22&poid=17851&return_to=5310

***Course schedule may conflict with work hours and requires approval from employer.**

For those that may be interested in this program, they will need to work closely with their employer to determine how additional requirements (class time during workday) will be met. The applicant/employer will need to consider additional costs for release time to attend courses that are offered during the workday. These costs will not be covered by the SDACC Office of Education if approval is granted.

SDACC Funding Request for Principal's Certificate or Master's Degrees

Personal Information

Full Name: _____
Address: _____
City: _____ Province: _____ Postal Code: _____
Home Phone: _____ Cell Phone: _____
Email: _____
Birth date: (dd/mm/yyyy) _____ Gender: _____ 1st Language: _____
SDA Teacher Certification: _____ Expiry Date: _____

Current Employment Information *(Please note only full-time teachers are eligible for this assistance. Employees on temporary contracts are not eligible.)*

Conference: _____
School: _____
Teaching Description: _____

Certificate or Master's Degree Information

School: Andrews University OR Other: _____
 Principal's Certificate
Degree: (be specific) _____
of Credits: _____ Cost/Credit _____
Estimated Start Date: _____ Estimated Completion Date: _____
Explain your rationale for choosing this degree/certificate *(please use another page if more space is needed)*:

After the Conference has considered the funding request in accordance with applicable policies and by decisions of their respective administrative committees, the following section must be completed by both the Employer and the SDACC.

Employer:	<input type="checkbox"/> Approved	<input type="checkbox"/> Denied
Signature	Date	
Superintendent Signature	Date	
Seventh-day Adventist Church in Canada:	<input type="checkbox"/> Approved	<input type="checkbox"/> Denied
Signature	Date	