



November 1, 2011

Dear Colleagues,

The Grand Valley State University (GVSU) Charter Schools Office (CSO) is pleased to offer financial support to teachers and administrators employed within our portfolio of schools who wish to participate in GVSU's Master of Education in Educational Leadership, Curriculum and Instruction: Educational Differentiation, Educational Leadership Specialist, Special Education Administration, or Educational Technology programs. For additional information regarding either program, contact the GVSU College of Education at 616-331-6650.

Regarding university admission, course registration, and payment arrangements, students should contact the GVSU Registrar's Office. This information can be found by visiting the Registrar's Office home page at www.gvsu.edu/registrar.

The University's policy continues to require either payment-in-full or a deferment plan, which indicates your intention to attend the classes on your schedule. The student, not the employer, is responsible for timely payment. Failure to make these financial arrangements by the December 16, 2011 due date will result in a cancellation of your classes, creating a need to re-register for classes.

The CSO provides tuition reimbursement of 50% upon completion of coursework for staff employed in a position that requires a teaching certificate. Please note that elective courses, books or additional fees incurred are not reimbursable by the CSO. For additional information regarding the CSO Reimbursement policy or requesting reimbursement, please go to www.gvsucso.org/leading_in_learning.

Sincerely,

A handwritten signature in black ink, appearing to read 'Timothy H. Wood'.

Timothy H. Wood, Ph.D.
Special Assistant to the President for Charter Schools
Grand Valley State University