



August 16, 2010

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 or in Curriculum and Instruction: Educational Differentiation 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](http://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 August 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. 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](http://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