



ARCHDIOCESE  
of PHILADELPHIA  
SCHOOLS  
AMERICA'S FIRST CATHOLIC SCHOOLS

222 North Seventeenth Street • Philadelphia, Pennsylvania 19103-1299  
Superintendent for Secondary Schools

## Teacher Educational Study Grant Fund

September 15, 2016

Dear Secondary School Teacher,

To assist you in the pursuit of an approved educational program, the Secondary School System of the Archdiocese of Philadelphia established an Educational Grant Fund. The provisions for the use of this grant are:

After one (1) year of satisfactory teaching with the System, a teacher will be eligible to receive the Educational Study Grant.

Teachers who have received a study grant for two (2) consecutive years are not eligible to receive it for the following year.

Fifty percent (50%) of the tuition costs incurred by the teacher will be reimbursed by the Archdiocese. The maximum study grant shall be \$2,000 each year for undergraduate level courses, \$2,200 for graduate level courses taken toward a Master's Degree and \$2,500 each year for courses taken toward a Doctoral Degree.

Teachers may also apply to use this fund to be reimbursed for successfully passing the *Praxis Series* exams for their area of certification.

Teachers who are beginning their second year within the Secondary School System are eligible to apply for an educational grant. Funds are awarded on the basis of System Seniority.

Teachers who are given written approval for a grant will receive their reimbursement upon completion of their course(s) or Praxis Series Exams, receipt of a copy of the paid tuition or exam fee and course(s) or Praxis Series Exams grade(s).

Applications should be submitted electronically to Mr. James Molnar at [jmolnar@archphila.org](mailto:jmolnar@archphila.org). Application deadline is **October 14, 2016**. Applications received after this date will not be processed.

Sincerely,

Sr. Maureen McDermott, IHM, Ph.D.  
Superintendent for Secondary Schools

Attachment: Educational Grant Fund Application

*Equipping saints for life in this world and the next*

**Educational Grant Application**  
**School Year 2016-2017**

Please complete the following information and submit your application electronically to Mr. James Molnar, Human Resources Manager for secondary Schools at [jmolnar@archphila.org](mailto:jmolnar@archphila.org)

Last name, first name, middle initial \_\_\_\_\_

Home Address \_\_\_\_\_  
\_\_\_\_\_

Home Phone \_\_\_\_\_ Email \_\_\_\_\_

2016-2017 School where Assigned \_\_\_\_\_

School Phone \_\_\_\_\_

System Seniority (number of years) \_\_\_\_\_

Degree or Program for which you seek an Educational Grant \_\_\_\_\_

College/University \_\_\_\_\_

Course Title \_\_\_\_\_

Start Date \_\_\_\_\_ End Date \_\_\_\_\_

Tuition Cost Per Course \_\_\_\_\_

Course Title \_\_\_\_\_

Start Date \_\_\_\_\_ End Date \_\_\_\_\_

Tuition Cost Per Course \_\_\_\_\_

If the application is for the Praxis Exams, indicate which Praxis Exam(s)

\_\_\_\_\_

If the application is for the Praxis Exams, indicate your Pennsylvania Instructional Certificate Type and Date Issued \_\_\_\_\_

**Applications are due on or before October 14, 2016.**