



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

Teacher Educational Study Grant Fund

September 14, 2023

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 may apply to receive it for the following year, which will be granted if there are remaining funds after addressing applications from teachers seeking it in their first two (2) years of study.

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, \$2,500 for graduate level courses taken toward a Master's Degree and \$3,000 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 or to convert a Level I PA State Teaching Certificate to a Level II PA State Teaching Certificate.

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), Praxis Series Exams, or conversion to a Level II PA State Teaching Certificate. Teachers must submit official transcripts and a copy of the paid invoice in order to receive reimbursement for course(s) taken, or a receipt of the paid exam fee and course(s), with Praxis Series Exams grade(s), or a copy of the paid bill and the converted Level II certificate.

Applications should be submitted electronically to Ms. Pam Miller: pmiller@archphila.org. Application deadline is **October 15, 2023**. Applications received after this date will not be processed.

Sincerely,

Superintendent for Secondary Schools and
Schools of Special Education

Attachment: Educational Grant Fund Application