



TUITION/PROFESSIONAL DEVELOPMENT REIMBURSEMENT PROCEDURES

The Law (N.J.S.A. 18A:6-8.5) In order for a board of education to provide to an employee tuition assistance for coursework taken at an institution of higher education or additional compensation upon the acquisition of additional academic credits or completion of a degree program at an institution of higher education:

- a) The institution shall be a duly authorized institution of higher education as defined in section 3 of P.L. 1986, c.87 (C. 18A:3-15.3).
- b) The employee shall obtain approval from the superintendent of schools prior to enrollment in any course for which tuition assistance is sought. In the event that the superintendent denies the approval, the employee may appeal the denial to the board of education.
- c) The tuition assistance or additional compensation shall be provided only for a course or degree related to the employee's current or future job responsibilities.

Maximum amounts that can be approved:

MCVEA-\$1,250

MCVASA-\$1,200

Unaffiliated-\$1,250

Only the actual tuition cost for level course or program is reimbursable (i.e. books and class materials are not included).

To be eligible for reimbursement, the following criteria must be satisfied:

Step 1: Preapproval-form filled out, signed by applicant, Principal and Superintendent prior to taking the course (once approved original will be sent back to the applicant to complete step 2)

Step 2: After Completion of course-submit original approval form with the following two (2) items:

1. Documentation for the *successful completion* of each college course or professional improvement program as defined below:
 - *Successful completion* of a college course will be evidenced by a grade of "B" or better shown on an official transcript or grade report.
 - or
 - Successful completion of a professional improvement program will be evidenced by an official certificate or letter of completion issued by the presenting organization.
2. Copies of itemized invoices or billing records must be attached to each *Reimbursement Application Form*.
 - Note: Reimbursement requests must be for courses started and completed during the current school year (i.e. July 1 – June 30). Summer courses that begin in June, but are not completed by June 30 will be eligible for reimbursement during the next contract year. Applications for reimbursement, for the prior school year, will not be accepted if received after June 30.



TUITION AND PROFESSIONAL DEVELOPMENT REIMBURSEMENT FORM

NAME: _____

POSITION: _____ **LOCATION:** _____

Directions: Please complete one (1) form for each course or program before taking the course and submit for pre-approval.

Title of course and/or professional development program eligible for reimbursement:

Name of College/University, Institution or Organization and Location:

Does this course change your salary guide/degree status? [] Yes [] No

If yes, indicate change in degree status - from _____ Degree to _____ Degree.

Note: In order to be eligible for a salary adjustment, official transcripts (not photocopies or student copies) showing the total number of credits earned above the current degree status must be submitted to the Office of Human Resources. Salary adjustments are effective September 1 of each school year.

Approval: _____
Principal/Director Date

Approval: _____
Superintendent of Schools Date

To be completed only after course(s) or improvement program(s) have been completed

Reimbursement Amount Requested: _____ **Note: Submit this form along with Invoices/bills attached.**

Affidavit: The affidavit provided below must be executed in order to receive reimbursement.

I declare that the goods and/or services itemized on the invoices/billing documents have been delivered or rendered, that no bonus has been given or received and that the above invoices/bills are true and correct.

Signature of Applicant: _____ Date: _____

To be completed by the Office of Human Resources

- [] Received Official Transcript or Grade Report, Date: _____
- [] Received Certificate of Completion, Date: _____
- [] Received invoices and/or itemized billing records Date: _____
- [] Amount applied for: _____ Prorated Amount: _____ Reimbursement: _____

Signature: _____ Date: _____