

WILLINGBORO PUBLIC SCHOOLS
(W.E.A.) TUITION REIMBURSEMENT REQUEST
(Contract Article XVIII, p. 66)

Part I APPROVAL PRIOR TO REGISTRATION

SUPERINTENDENT/DESIGNEE MUST RECEIVE THIS REQUEST NO LATER THAN (10) DAYS PRIOR TO COURSE REGISTRATION DEADLINE.

NAME: _____ SCHOOL: _____

POSITION: _____
Open to all W.E.A. Unit Members - Teachers, Assistants, Secretaries, Custodial, and Maintenance

COLLEGE: _____ LOCATION: _____

MAJOR COURSE OF STUDY: _____

COURSE NO. & TITLE: _____

❖ THIS COURSE IS RELATED TO PUBLIC SCHOOL EDUCATION OR RELATED TO MY WORK. _____ (initials)

SEMESTER: _____ YEAR: _____ GRADUATE: _____ UNDERGRADUATE: _____

CREDITS _____ COST PER CREDIT _____

NOTE: A separate form must be completed for each course. Complete form in duplicate.
College/Institution Accreditation Information: SEE REVERSE SIDE.

Upon approval by the Superintendent/Designee, a copy of this reimbursement request will be returned to you, prior to your course registration deadline. Once grade or verification of course completion is received, please complete Part II (below) and submit to the Superintendent designee/Human Resources Office.

Signed: _____ Date: _____
EMPLOYEE

Signed: _____ Date: _____
SUPERINTENDENT / DIR. OF HUMAN RESOURCES

Part II REQUEST FOR REIMBURSEMENT / VERIFICATION OF COURSE COMPLETION

In order to qualify for reimbursement in this fiscal year, you must submit the following information to the Superintendent designee/Human Resources Office **no later than May 31** (of current school year).

Please provide the following:

1. A copy of this completed form
2. Official copy of Transcript or affidavit of completion of the course
3. Registration form and copy of your canceled check and/or other proof of payment

Signed: _____ Date: _____
EMPLOYEE

Signed: _____ Date: _____
SUPERINTENDENT / DIR. OF HUMAN RESOURCES

(OVER)

Tuition Payment

Tuition reimbursement will be made available to all W.E.A. unit members based on the following program:

1. The Board shall provide an aggregate annual maximum of \$35,000 for 2015-16, \$35,000 for 2016-17, \$35,000 for 2017-18, \$35,000 for 2018-19 and \$35,000 for 2019-20.
2. Tuition reimbursement will be at the College of N.J. rate or the College/Institution per credit rate, whichever is less, and divided equally among all approved W.E.A. participants but in no case exceed the actual tuition cost.
3. Each approved participant will be limited to one (1) approved course, workshop, seminar, etc. per semester and/or per summer session, beginning with July 1st –June 30th for the current school year.
4. If the total reimbursements exceed the total amount to be allocated by the Board for this program, apportionment will take place.

Part I **APPROVAL PRIOR TO REGISTRATION**

Superintendent/Designee must receive this request no later than (10) days prior to course registration deadline.

NOTE: A separate form must be completed for each course. Complete form in duplicate.
The course is related to public school education or related to your work.

College/Institution Accreditation Information:

In New Jersey, Colleges/Institutions **must be accredited** by organizations recognized by the US Dept. of Education and/or the Council for Higher Education Accreditation (CHEA). The databases for checking accreditation are:

<http://www.state.nj.us/education/educators/license/usaccred.htm>
<http://www.chea.org/search/default.asp>

The State of New Jersey prohibits public employers from reimbursing tuition or compensation based on degrees or certification obtained from unaccredited institutions.

Part II **REQUEST FOR REIMBURSEMENT / VERIFICATION OF COURSE COMPLETION**

In order to qualify for reimbursement in this fiscal year, you must submit the following information to the Superintendent designee/Human Resources Office **no later than May 31** (of current school year).

Please provide the following:

1. A copy of this completed form
2. Official copy of Transcript or affidavit of completion of the course
3. Registration form and copy of your canceled check and/or other proof of payment

Note: Reimbursement does not include student fees.

WEA CONTRACTUAL BARGAINING AGREEMENT
ARTICLE XVIII, B.1-6
PROFESSIONAL DEVELOPMENT

B. Tuition reimbursement will be made available to all WEA unit members based on the following program:

1. The Board shall provide an aggregate annual maximum of \$35,000.00 for School Year 2019-2020.
2. Tuition reimbursement will be at the College of New Jersey rate of College/Institution per credit rate, whichever is less. Tuition reimbursement will be divided equally among all approved participations on a per credit basis or per credit rate, but in no case will exceed the actual tuition cost. Reimbursement not to include student fees.
3. Each approved participant will be limited to one (1) approved course, workshop, seminar, etc. per semester and/or per summer session.
4. Each applicant for tuition reimbursement shall apply to the Superintendent/Designee for approval prior to registration. COURSES MUST RELATE TO PUBLIC SCHOOL EDUCATION, MUST RELATE TO THE UNIT MEMBERS WORK; e.g. word processing. The application must contain the name of the course, location of the institution.
5. Upon approval being received from the Superintendent/Designee the applicant shall then provide the office a copy of the registration form and the cancelled check of the applicant.
6. Upon completion of the course, the applicant must present an official copy of the transcript or an affidavit of completion of the course, to the Superintendent/Designee by May 31 of each year.
7. The Board will reimburse the applicant to the extent required by this Article.