

WILLINGBORO PUBLIC SCHOOLS
(W.E.A.A.) TUITION REIMBURSEMENT REQUEST
(Contract Article XV (D), p. 21)

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.A. Unit Members

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.

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: _____
EMPLOYEE

Date: _____

Signed: _____
SUPERINTENDENT / DIR. OF HUMAN RESOURCES

Date: _____

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: _____
EMPLOYEE

Date: _____

Signed: _____
SUPERINTENDENT / DIR. OF HUMAN RESOURCES

Date: _____

Tuition Payment

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

1. The Board shall provide an aggregate annual maximum of \$40,000 effective July 1, 2018 thru June 30, 2020.
2. Tuition reimbursement will be at the College of New Jersey rate and divided equally among all approved W.E.A.A. participants on a per course or per credit rate, but in no case exceed the actual tuition cost.
3. 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.

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**

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1. A copy of this completed form
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**WEAA CONTRACTUAL BARGAINING AGREEMENT
ARTICLE XV, D
PROFESSIONAL DEVELOPMENT**

- D. For the purposes of promoting Professional Development and Career Advancement, this Agreement shall establish tuition reimbursement at the College of New Jersey rate. Tuition reimbursement will be divided equally among all approved unit members on a per course or per credit rate, but in no case shall exceed tuition cost. Effective July 1, 2018, the total amount of tuition reimbursement available shall not exceed \$40,000. Per N.J.S.A. 18A:6-8.5, the following conditions must be met to receive tuition reimbursement from the District:**
- a. The school that employee attends must be a duly authorized tuition of higher education as defined by status,**
 - b. The Superintendent must approve the reimbursement prior to the employee's enrollment in the course, and**
 - c. The course the employee seeks reimbursement for relates to his/her current or future job responsibilities.**