

**Piscataway Township Board of Education  
Piscataway, NJ**

**Request for Course Approval and Reimbursement of Tuition Cost**

All courses must be approved in advance and directly related to current assignment for reimbursement.

Name: \_\_\_\_\_ Current School: \_\_\_\_\_ Position/Subject Currently Teaching: \_\_\_\_\_

Home Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

College/University: \_\_\_\_\_ Degree Program: \_\_\_\_\_ Term: \_\_\_\_\_  
(summer/fall/spring)

I plan to take the course(s) listed below and request approval in order to receive reimbursement of the tuition cost pursuant to Board of Education policy and regulations: Course description(s) is(are) attached for each course.

	Course Number	Name of Course	Credits	Graduate	Under-Graduate	Tuition Cost Per Credit	Course Start Date	Course Finish Date	Total Reimb. Approved (HR Only)	Approved/Denied (HR Only)
1.										
2.										
3.										
4.										

Are any of the courses for which you are requesting reimbursement those which are necessary for you to secure full certification for your present teaching assignment? **Circle One:** Yes No

Signature \_\_\_\_\_ Date \_\_\_\_\_

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(For HR Office Use Only)

Hire Date: \_\_\_\_\_ Tenure Status: \_\_\_\_\_ Previous Credits Approved for Current Year: \_\_\_\_\_

### **Tuition Reimbursement**

To encourage professional growth, the Board of Education will reimburse according to the negotiated agreement or individual contract the cost of education (tuition only) for courses taken through an appropriate accredited university (as indicated in code), that have been approved appropriate to the contracted position.

Approval of courses shall be at the discretion of the Superintendent or designee after submission to the Human Resources Department of the request on the appropriate forms.

In accordance with N.J.S.A.18A:3-15.3,1.c: tuition assistance or additional compensation shall be provided only for a course or degree related to the employee's current or future appointed job responsibilities.

The forms can be accessed via the district website under Staff/Human Resources/Forms. Courses must be approved in advance of starting the course. To insure timely processing and notification of reimbursement requests, they should be received in the Human Resources department one month prior to the beginning of the course. Approval should not be assumed. A signed document will be returned with the determination indicated. Reimbursement will be made after the payment receipt and the grade report showing a passing grade of "B" or better (the minimum grade to be eligible for reimbursement is subject to change at the Board's discretion). The amount of reimbursement shall be determined and paid according to the negotiated association agreement or individual contract. In courses where the grading system is solely pass or fail, only a grade of Pass is acceptable for reimbursement.

**Reimbursement to the District:** In accordance with the terms of the PTEA contract, teachers shall be required to reimburse the Board for Board paid training and/or tuition if the teacher is employed for less than two (2) years after receipt of payment: exceptions will be made for involuntary terminations.

Article XVI Section S of the Agreement between the Piscataway Township Board of Education and the Piscataway Township Education Association:

#### **TUITION REIMBURSEMENT**

All full time certified staff members shall be eligible to receive reimbursement of tuition cost, in accordance with N.J.S.A. 18A: 6-8.5, for courses taken in a college or university pursuant to the following provisions.

1. Courses must be related to the educator's profession and be approved in advance by the Superintendent or designee.
2. Courses to be approved shall be those not required for full certification for the position held by the teacher.
3. Teachers with tenure status shall be eligible for reimbursement at the rate of three hundred seventy-five (\$375) per credit for up to twelve (12) credits of study.
4. Non-tenure teachers shall be eligible for courses taken during the period of July 1 to June 30, for reimbursement at the above rate for up to nine (9) credits of study but only after one (1) year of satisfactory service in Piscataway Township Schools.
5. Reimbursement will be made when a teacher submits a receipt (or copy) of tuition paid and a copy of the course credit form indicating a grade of "B" or better received when the course is completed.
6. Tuition reimbursement for part-time teachers shall be based upon a number of credits prorated according to the full time equivalency.
7. The Board's annual expenditure for tuition reimbursement shall not exceed one hundred thousand dollars (\$100,000) per year.
8. Teachers shall be required to reimburse the Board for Board paid training and/or tuition if the teacher is employed for less than two (2) years after receipt of payment: exceptions will be made for involuntary terminations.
9. Documentation of courses completed by June 30 must be submitted by July 31 of that year for reimbursement.

Courses shall be charged against the one hundred thousand dollar (\$100,000) limit based on the course completion date between July 1 and June 30.

Revised September 2020