

**The Newark Public Schools**  
**Office of the School Business Administrator**  
**2 Cedar Street, Room 807**  
**Newark, NJ 07102**  
**Phone: 973-733-6702 Fax: 973-733-7276**

**Guidelines for Tuition Reimbursement**  
**Non-Instructional Staff**

The State enacted a law that was effective July 1, 2010 that restricts the payment of tuition reimbursement and movement on the salary guide. According to 18A:6-8.5, in order for a School District 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, the following must apply:

- a. *The institution shall be a duly authorized institution of higher education as defined in 18A:3-15.3. A duly authorized institution of higher education means an in-State institution licensed by the Commission on Higher Education or an out-of-State institution licensed by the appropriate state agency and regionally accredited or seeking accreditation by the appropriate accrediting body recognized by the Council on Postsecondary Education or the United States Department of Education.*
- b. *The employee shall obtain approval from the Superintendent of Schools or designee **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.*

**Guidelines Applicable to all Employees**

1. Must be a permanent employee of the Newark Public Schools for at least one (1) year.
2. Prior to registration of courses, tuition form **must first be pre-approved** by Principal/Department Head. Tuition must then be submitted for review by the respective PIF committee..
3. For tuition reimbursement, employee must be enrolled in an accredited college, university or state certified training program. To ensure that your institution of choice is accredited please go to:  
<http://ope.ed.gov/accreditation> or <http://tinyurl.com/AccreditationChart>
4. Course(s) must be related to your current duties.
5. Applicant must earn a minimum grade of "C" to be reimbursed.
6. Filing your claim form:
  - Official college, university or program transcript (in the institution's official sealed envelope)
  - Statement of costs (bill)
  - Itemized receipt or cash voucher
  - Copy of district's pre-approval form
7. Reimbursement is based on availability of funds for each school year and is on a first-come, first-served basis.
8. An employee shall not receive reimbursement for course(s) if he/she indicates in writing the intent to leave the district prior to receipt of notice of official satisfactory completion of the course.

**Provisions Applicable under Collective Bargaining Agreements and Other**

**Local 32 Members**

1. Funds can be used for professional seminars/workshops or tuition reimbursement.
2. Tuition reimbursement is limited to three (3) graduate or undergraduate courses per year.
3. Maximum allowance for professional improvement and tuition is \$2000 per year.
4. Follow #6 above for reimbursement.
5. Funds are limited; as such, reimbursement is on a first-come, first-served basis.

### **Local 68 Members**

1. Must receive prior approval from Building Manager and the Executive Director or his/her designee.
2. Follow #6 above for reimbursement.
3. Funds are limited; as such, reimbursement is on a first-come, first-served basis.

### **Local 617 Members**

1. Each employee shall be limited to reimbursement for a maximum of six (6) credits per year at the State College/University rate.
2. Follow #6 above
3. Funds are limited; as such, reimbursement is on a first-come, first-served basis.

### **Unaffiliated Members**

1. Seminar, workshop or tuition reimbursement is capped at \$2,000 per year for support staff.
2. Seminar, workshop or tuition reimbursement is capped at \$3,000 per year for directors and above.
3. No more than three (3) pre-approved courses per school year not to exceed \$2,000 for support staff and \$3000 directors and above.
4. Advance course(s) beyond Master's level must be submitted for pre-approval, in writing, to the Superintendent.
5. Follow #6 above for reimbursement.
6. Funds are limited; as such, reimbursement is on a first-come, first-served basis.

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**PRE-APPROVAL APPLICATION FOR TUITION REIMBURSEMENT  
NON INSTRUCTIONAL STAFF**

**Local 32 ( ) Local 68 ( ) Local 617 ( ) Unaffiliated ( )**

This form must be submitted to the Office of the School Business Administrator after obtaining the approval of your department head and prior to registration of the course(s). One copy of this form must be completed for each course. Request for tuition reimbursement will not be honored if this form has not been submitted. An approved copy of this form must be attached to the Tuition Reimbursement Claim Form.

Name: \_\_\_\_\_ Employee ID#: \_\_\_\_\_

Title: \_\_\_\_\_ Location Code & Department: \_\_\_\_\_

Home Address: \_\_\_\_\_

Home #: \_\_\_\_\_ Cell #: \_\_\_\_\_ Email: \_\_\_\_\_

College/University/Trade School	Course #	Course Name	Credits	Amount	Semester/Year Enrolled

**❖ Attach a copy of the course listed from the college/university/trade school catalogue**

I have read the tuition reimbursement guidelines and understand the conditions for approval. I also understand that if I am approved for tuition reimbursement, I shall forfeit the value of the reimbursement if I resign, retire or am dismissed from the district within three (3) years of the date that I received the reimbursement. These funds will be repaid to the Newark Public Schools through payroll deductions.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Courses Approved: yes \_\_\_ no \_\_\_ Tuition Reimbursement: yes \_\_\_ no \_\_\_

Department Head Title & Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**For use by Tuition Reimbursement Committee**

This application for reimbursement is approved: \_\_\_ disapproved: \_\_\_ Amount: \$ \_\_\_\_\_

Comment(s): \_\_\_\_\_

Committee Signature: \_\_\_\_\_

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**TUITION REIMBURSEMENT CLAIM FORM  
Non-Instructional Staff**

Local 32 ( ) Local 68 ( ) Local 617 ( ) Unaffiliated ( )

This form should be completed and submitted following the successful completion of courses for which tuition reimbursement was pre-approved.

Name: \_\_\_\_\_ Position \_\_\_\_\_

Employee ID#: \_\_\_\_\_ Location Code & Department: \_\_\_\_\_

Telephone#: \_\_\_\_\_ Home/Cell Telephone # \_\_\_\_\_

Home Address: \_\_\_\_\_

Email: \_\_\_\_\_

College/University/Trade School	Course #	Course Name	Credits	Amount	Semester/Year Enrolled

**One copy of this form along with all required attachments must be submitted the Office of the School Business Administrator. This form will be processed ONLY if and when all required items are attached.**

1. Official college, university or program transcript (in the institution's official sealed envelope)
2. Statement of costs (bill)
3. Itemized receipt or cash voucher
4. Copy of district's pre-approval form

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**For Use by Tuition Reimbursement Committee**

Date Received: \_\_\_\_\_

Reimbursement Amount Approved: \_\_\_\_\_ Date Approved: \_\_\_\_\_

Signature(s): \_\_\_\_\_