

Tuition Reimbursement Guidelines - Administrators

Who's Eligible?

- Administrators currently under the BHPAA contract

What's Eligible/Qualifying Courses?

- Courses leading to a higher educational job certification, perceived to be of value to the applicant in serving the District, or leading to a doctorate degree in school administration, and offered by a college or university whose graduate credits are acceptable to the New Jersey State Board of Examiners for certification purposes.

Application Requirements

- Applications may be filed beginning July 1st of the school year during which the course will be taken (7/1/24-6/30/25). No applications filed after December 1st of that school year will be considered for reimbursement. For example, if you are taking courses from 7/1/24 through 6/30/25, you must have your application for these classes submitted by 1/20/25
- The application must include the name of the course, the anticipated tuition cost per credit hour and the name of the college or university whose graduate credits are acceptable to the New Jersey State Board of Examiners for certification purposes.
- The applicant will be notified of approval/denial by the Superintendent.
- Up to 9 credits may be submitted for approval for reimbursement.

Grade Requirement

- Grade 'B' or higher (or its equivalent) or 'passing' in a pass/fail course to be verified by official transcripts or by a letter of explanation from the college or university attended as to when the transcript will be available.

Reimbursement/Available Funds

- Upon completion of approved courses, employee must submit official transcripts as described under 'Grade Requirement' by September 30th following the year of completion. (For example – transcripts for any approved courses completed by 6/30/24 must be received in the Central Office by 9/30/25.)
- An invoice/bill indicating the cost per credit hour specifically for the employee must be submitted along with the official transcripts.
- Eligible distributions will be made after the October and/or November Board Meetings following the 9/30 deadline.
- Eligible staff members shall be reimbursed only for actual costs of tuition. As per the bill NJ S2127, tuition assistance per credit shall equal an amount no greater than the current cost per credit at Rutgers, the State University.
 1. Administrators: Costs shall not exceed a total of \$6,000 per school year for all unit members. If eligible reimbursements exceed that total, the amount available will be prorated among eligible administrators. Administrators will not be reimbursed for more than 9 credits per year.