

# **TUITION REIMBURSEMENT GUIDELINES FOR TEACHERS**

## **Who's Eligible?**

- Teachers currently under the BHPEA contract

## **What's Eligible/Qualifying Courses?**

- Qualifying courses – applies to either traditional college or university programs.
- Graduate courses 'in their discipline'; this is defined to mean in the teacher's subject area, education courses, or a course which is required in a program considered to be in the teacher's subject area. NOTE per contract: *"A course taken outside of a teacher's subject area, or which is not an education course or which is a course not required in a program which is considered to be in the teacher's subject area, shall be defined as a 'course taken outside of discipline' and shall not be subject to tuition reimbursement unless the superintendent shall have indicated prior approval of said course for tuition reimbursement purposes. The superintendent shall respond to a request for reimbursement within ten (10) school days of its receipt."*
- Undergraduate courses: Must seek prior approval from the Director of Personnel Management as described under 'Graduate Courses' and 'Application Requirements'.
- Leaves of Absence Courses will not be considered for tuition reimbursement with the exception of courses taken while on sabbatical.

## **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 1<sup>st</sup> of that 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 12/1/24.
- 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 Director of Personnel Management.
- Up to 12 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 30<sup>th</sup> following the year of completion. (For example – transcripts for any approved courses completed by 6/30/2024 must be received in the Central Office by 9/30/2024.)
- 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. Teachers: Under no circumstances shall the Board incur a cost of more than \$80,000 in any fiscal year. If the total costs of all requests for reimbursement exceeds \$80,000, all credits will be reimbursed on an equal dollar per credit basis up to the maximum reimbursement of \$80,000. Teachers will not be reimbursed for more than 12 credits per year.

### Required Length of Service

Teachers receiving tuition reimbursement will be required to remain employed in the District for four (4) years after the completion of their last course. In the event that an employee leaves the District before four (4) years, then the Employee will be required to refund the District for all tuition reimbursement as follows: After 1 year – 100%; after 2 years 75%; after 3 years 50 %; after 4 years 25%.