

TUITION REIMBURSEMENT GUIDELINES FOR SUPPORT STAFF

Who's Eligible?

- Support Staff members who have been employed for at least one (1) year at Black Horse Pike Regional

What's Eligible/Qualifying Courses?

- Qualifying courses – applies to either traditional college or university programs.
- Undergraduate, Graduate Courses, Certification Course
- Tuition assistance or additional compensation shall be provided only for a course or degree related to the employee's current or future job responsibilities. Courses that fall outside of these reasons shall not be subject to tuition reimbursement.

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 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.
- The applicant will be notified of approval/denial by the Assistant Superintendent.
- Maximum of \$3000 per year allowed per staff member.

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 6/30/2025 must be received in the Central Office by 9/30/2025.)
- 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. Under no circumstances shall the Board incur a cost of more than \$21,000 in any fiscal year. If the total costs of all requests for reimbursement exceeds \$21,000, all credits will be reimbursed on an equal dollar per credit basis up to the maximum reimbursement of \$21,000. Support Staff will not be reimbursed for more than \$3000 per year.

Required Length of Service

Support Staff 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%.