

**MIDDLE TOWNSHIP BOARD OF EDUCATION
216 S. Main Street
Cape May Court House, NJ 08210**

**REQUEST FOR COURSE REIMBURSEMENT
FOR SUPPORT STAFF**

1. Employee's Name

2. College/University Name/Semester

3. Employee's Job Title

4. Class Title/Number of Credits/Cost of Class

5. Approval of Supervisor

Signature: _____ **Date:** _____

6. Approval of Superintendent

Your request:

☐ **Has been approved by the Superintendent**

☐ **Has been rejected:**

Signature_____

Please Note: You will not be reimbursed for the class until your class is completed and grades are submitted. Reimbursement will not include any fees or books, just reimbursement for actual credits earned.

Course Reimbursement Dates – Dates to submit requests

Course Reimbursement Dates for 2021-2022

Spring Semester: September 20, 2021 – October 1, 2021

Summer Semester: March 22, 2022 thru April 4, 2022

Fall Semester: May 31, 2022 thru June 10, 2022

Steps for Course Reimbursement:

1. Complete appropriate paperwork
2. Submit to Christine Ritchie/Administration Building
3. Complete Course
4. When completed, send passing grade to Dawn Aftanis in Accounts Payable for reimbursement

CONTRACT LANGUAGE

ARTICLE A-XVII COURSE REIMBURSEMENT

A. Tuition Reimbursement

The Board will reimburse full cost for tuition for graduate, undergraduate, and on-line/distance learning courses offered by accredited colleges or universities that are completed between July 1st and June 30th in a given year based on the prevailing New Jersey State college rate per credit. The maximum reimbursement is the tuition charged at Rutgers, The State University for the same credits regardless of where the courses are taken.

B. The course must enhance the professional growth and development of the employee and be of value to the school system in the employee's position. The course must be submitted to the Superintendent for approval/denial before the course is taken by the employee. Only courses that are directly related to the employee's work assignment or are in a matriculated program leading to a teaching degree will be considered for approval by the Superintendent. At the close of the course, proof of the credit earned must be submitted to the Superintendent.

C. Payment to the Employee and Repayment to the Board

1. When the employee submits the bill after the course or courses have been successfully completed, the employee must be under contract and have full intention to continue working in the Middle Township School District. In the event that the employee voluntarily terminates his/her employment in the Middle Township Schools the employee will be required to repay the tuition cost to the Board based on the years of service provided to the Board by the employee following the employee's completion of the course. The employee shall repay the Board for 50% of his/her reimbursement for a period of less

than one full academic year (July 1st to June 30th). Example: If an employee completes a course in December, the employee is obligated to remain in the district for one school year from the following July 1st to June 30th. If an employee completes a course in June, the employee is obligated to remain in the district for one school year from the following July 1st to June 30th.

2. The repayment to the Board shall be by payroll deduction from the last four (4) employee's paychecks. When the last four (4) paychecks are either insufficient to cover the cost of the tuition reimbursement received by the employee or were issued before the employee notified the Board of his/her intention to resign, the employee will be required to submit repayment to the Board within sixty (60) days of receipt of notice from the Board of the amount due. The Board may initiate action in Superior Court to collect the repayment of monies.

D. Maximum Expenditure 1. The maximum annual expenditure for tuition reimbursement shall be ten thousand dollars (\$10,000). During the school years when the requests for tuition reimbursement will exceed the \$10,000 limit the \$10,000 will be distributed based on district seniority with the most senior being first and least senior being last.

2. The available dollars per trimester will be divided on the basis of equal dollars per credit among the successful applicants who satisfactorily complete the courses. The dollars per credit payment shall not be less than eighty percent (80%) of the Rutgers University graduate tuition rate.

3. The ten thousand dollars (\$10,000) shall be disbursed based on three trimesters from September through December, January through May, and June through August.

4.

a. There will be a two (2) week window to apply for tuition reimbursement for each trimester. These dates are subject to mutual agreement between the parties for subsequent years.

b. Applications for the fall trimester will be submitted between 8:30 a.m. on the Monday nearest to June 1st and 4:00 p.m. on the second Friday thereafter. Application for the spring trimester will be submitted as stated above starting on the Monday nearest October 1st.

5. Available money will be allocated by seniority. Within one week of the close of the application period not more than two (2) representatives from each side will meet to determine the dollars per credit that will be distributed to each successful applicant.

6. Within one week of the announcement of the dollars per credit that will be awarded any employee who chooses to withdraw from tuition reimbursement must notify the Association and the business Office of his/her decision to withdraw. Candidates who withdraw will be replaced by the next most senior applicant on the list.

7. Monies designated for any successful applicant who does not satisfactorily complete the course(s) and who has not notified the Association and the Business Office within ten (10) calendar days of the first day of the trimester will be forfeited. The applicant will not be eligible for tuition reimbursement of the next two (2) semesters.