

ARTICLE B-7

TUITION REIMBURSEMENT AND PROCEDURE AND QUALIFICATION FOR GRADUATE CREDITS

- A. The Board agrees to make available the sum of \$126,000 per year for the reimbursement for tenure track teachers' costs of tuition for courses taken for professional development when the course(s) is (are) directly related to (1) the teacher's current assignment or future job responsibilities within the District; or (2) an additional certification; or (3) a promotional assignment with the school District; or (4) is part of a degree program that qualifies as part on (1), (2) or (3) above.

Summer - \$42,000 Fall - \$42,000 Winter - \$42,000

1. A teacher shall apply for reimbursement under the following procedure:
 - a. Prior to beginning the course, the teacher shall seek approval from the office of the Superintendent of Schools by submitting the title of the course, the nature of the course, the number of credits, if the course is part of a matriculated program, and the institution where the course will be taken.
 - b. Upon completion of the course, the teacher shall present to the office of the Superintendent, evidence of the tuition cost incurred and evidence of the grade received.
2. A teacher shall be reimbursed up to a maximum of six (6) credits per session, not to exceed twelve (12) credits per year at the Rutgers, the State University, rate per credit or the actual tuition rate paid, whichever is lower, for the tuition cost incurred if he or she has followed the procedures of Section 1. a. and b., and if:
 - a. the content of the course is directly connected with the teacher's subject level or grade level assignment, or the course is a part of a program leading to an advanced degree in an area of educational certification and in which the teacher is matriculated. Courses must be taken at an accredited college or university;
 - b. the grade received was passing or better;
 - c. the teacher has not received or will not receive reimbursement from some other source.
3. A teacher shall be reimbursed within sixty (60) days of the time he or she has satisfied all of the above regulations.

- B. A teacher shall apply for reimbursement under the following procedure:

In order to distribute the above tuition reimbursement monies in an equitable manner, funds will be divided amongst all of the applicants who successfully completed and passed the course(s) in a given session. Each session, the \$42,000 allotment will be divided by the total number of credits approved district wide to obtain a per credit reimbursement rate, which in no case shall exceed the Rutgers rate in B-7.A.2. Individuals will be reimbursed up to a maximum of six (6) credits per session but not more than twelve (12) credits per year, consistent with B-7.A.2. If any funds are not expended in a given session, those funds will be added to the next session in the same fiscal year.

For example, if only \$40,000 are expended in a summer session then \$44,000 will be available for the fall session. If only \$41,000 are expended in the fall session then \$45,000 will be available for the winter session.

Any funds that may be unused from a given school year will not carry over into the next school year. At the end of each session the Association shall receive a copy of how the funds were expended, including a list of recipients by name and amount reimbursed.