

ARTICLE B-7

TUITION REIMBURSEMENT AND PROCEDURE AND QUALIFICATION FOR GRADUATE CREDITS

- A. The Board agrees to make available the sum of \$135,000 per year for the reimbursement for tenure track teachers' costs of tuition for courses taken when the course(s) meet the requirements of N.J.S.A. 18A:6-8.5 and the following. Effective July 1, 2019, the total sum available shall be increased to \$150,000.
1. Graduate Courses/Credits for Tuition Reimbursement and/or Guide Advancement must:
 - a. Be offered through an accredited institution of higher education that is recognized as such by the State of New Jersey as per N.J.S.A. 18A:3-15.3. Education courses must be taken at an institution that is accredited by the Council for the Accreditation of Educator Preparation (CAEP) with exceptions during the period from July 1, 2018 to June 30, 2020, accreditation consolidation period merging NCATE and TEAC into CAEP.
 - b. Must be pre-approved by the Superintendent.
 - c. Must be related to current or future job responsibilities, as determined by the Superintendent.
 - d. Courses to be approved for tuition reimbursement shall be those not required for full certification for the position held by the teacher.
 - e. Courses offered by for profit third party vendors will not be considered for either tuition reimbursement or horizontal advancement on the salary guide.
 - f. The course can be utilized toward a graduate degree at the accredited institution offering the course.
 - g. Continuing education units required to maintain licensure or professional development/continuing education credits are not eligible for tuition reimbursement and/or horizontal advancement on the salary guide.
 - h. Courses that would not count toward a degree program may be approved at the discretion of the Superintendent.
 2. 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 course syllabus or description, 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 Human Resources Office for the Superintendent's approval, evidence of the tuition cost incurred and evidence of the grade received.
1. A teacher shall be reimbursed up to a maximum of six (6) credits per session, not to exceed twelve (12) credits per year if the procedures of Sections A.1 and A.2 have been met and if:
 - a. The grade received was passing or better, and
 - b. The teacher has not received or will not receive reimbursement from some other source.

B. DISTRIBUTION OF AVAILABLE FUNDS

The funds will be distributed over three (3) trimesters as follows:

Summer - \$45,000 Fall - \$45,000 Spring - \$45,000

Effective July 1, 2019, the distribution of funds shall be:

Summer - \$50,000 Fall - \$50,000 Spring - \$50,000

1. 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 allotment specified above 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, the State University of New Jersey rate per credit or the actual tuition paid.

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.3. 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 the allotment per semester is \$40,000 and only \$36,000 is expended in a summer session then \$44,000 will be available for the fall session. If only \$41,000 is expended in the fall session, then \$43,000 will be available for the spring session.

2. 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.

3. Reimbursement during each trimester will be based on the course completion date and receipt of an official transcript/grade report and proof of payment by the following dates.

Trimester	Course Completion	Transcript and Proof of Payment	Reimbursement Date
Summer	August 31	September 10	October 31
Fall	January 31	February 10	March 31
Spring	May 31	June 10	August 31

2. Teachers who are unable to complete a course by the course completion deadline specified above may file for an extension to the following trimester. The teacher's course reimbursement request will be excluded from the total for the initial trimester. If the teacher successfully completes the course in the following trimester the teacher's request will be taken from the new trimester sum of money. The course will count as part of the teacher's maximum six (6) credits in the final trimester to which the course is charged.