



Public Schools of Edison Township

312 PIERSON AVENUE * EDISON, NEW JERSEY 08837

REQUEST FOR COURSE APPROVAL FOR REIMBURSEMENT OF TUITION AND/OR SALARY GUIDE CREDIT FOR CERTIFIED STAFF

The current ETEA contract entitles tenured employees to tuition reimbursement up to \$3,000.00 per year for courses taken during the period of July 1 to June 30. In accordance with the negotiated agreement and applicable legislation, to be eligible for graduate tuition reimbursement (tenured employees) and/or additional compensation (i.e. salary guide credit) (tenured and non-tenured employees) upon the acquisition of additional academic credits or completion of a degree program, **the following steps must be followed by tenured and non-tenured employees.** *Please refer to the respective negotiated agreement or Non-ETEA members.

Prior to Taking the Course:

1. The Director of Human Resources must approve all course PRIOR to enrolling/registering in the course. All requests will be processed through the Human Resources Office.
2. The tuition assistance or additional compensation shall be provided only for a course or degree related to the employee's current or future job responsibilities. A copy of each course description from the College/University website or course catalog must be included with each request.
3. The institution shall be a duly authorized institution of higher education as defined in legislation.
4. Complete a Course Approval Form. One copy is attached for your reference.

Following Completion of the Course:

1. The original grade report reflecting a grade of B or better must be provided as proof of successful completion of the course. The receipt for tuition paid and a copy of the electronic purchase order must accompany the official grade report to expedite processing.
2. Once all documents are received, the Human Resources Office will forward the appropriate documents to the Business Office for payment.
3. Please be reminded that this information must be submitted to the Human Resources Department no later than June 30th of the school year in which the course is completed.

Inquiries about approval for tuition reimbursement or salary guide credit should be directed to Kim Kirsch at (732) 452-4959 or kim.kirsch@edison.k12.nj.us. **Staff members are responsible for the timely application and follow-through of reimbursement and approval procedures. A copy of the application and related materials will be maintained in the Human Resources Office.**



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Request for Course Approval for Reimbursement of Tuition and/or Salary Guide Credit

Name: _____ School: _____

Home Address: _____ City: _____

State: _____ Zip Code: _____

Position & Subject Currently Teacher: _____

- A. I plan to take the graduate course(s) listed below and request approval in order to receive reimbursement of the tuition cost and/or additional compensation (salary guide credit) pursuant to the Negotiated Agreement, Board of Education Policy and applicable state law. Course Descriptions from the College/University website or course catalog are attached for each course listed below.

	<u>Institution</u>	<u>Course Number</u>	<u>Name of Course</u>	<u>Start & End Dates</u>	<u>Credits</u>	<u>Tuition Cost</u>
1.						
2.						
3.						
4.						

B. Institution & Degree Program: _____

C. Total Reimbursement Requested: _____

D. Signature: _____ Date: _____

{For Office Use Only}

Hire Date: _____ Previous Reimbursements Approved for Current Year: \$ _____

Tenure Status: _____ Current Degree Level: _____

Processed By Date

Approved By Date