

# Pequannock Township School District

## Guide Movement Instructions/Tuition Reimbursement

### Graduate Course Approval/Tuition Reimbursement

This packet of information will assist you in obtaining pre-approval for graduate courses to be taken throughout the current school year, as well as directives in providing the appropriate documentation and information needed for tuition reimbursement for those courses.

Please follow the steps below for graduate course approval and tuition reimbursement:

- **ALL** graduate courses must be preapproved prior to taking courses, even if they will not be reimbursed
- Non-tenured certified staff are eligible for reimbursement for **SIX** credits per school year (July 1 - June 30)
- Tenured certified staff are eligible for reimbursement for **NINE** credits per school year (July 1 - June 30)
- Complete an *Application for Tuition Reimbursement/Authorization for Reimbursement* form;
  - Please refer to Article 28 of your PTEA contract
  - obtain approval from your building principal; the form will then be forwarded to the Superintendent's office for approval;
- Send the following information to the Superintendent's office;
  - Proof of payment;
  - Request official transcripts be sent directly to the Superintendent's office;
  - Copy of approved *Application for Tuition Reimbursement/Authorization for Reimbursement* form.

Your request for reimbursement will be processed for payment.

### Advancement on the Salary Guide

The following steps will be taken for movement on the salary guide:

- **ALL** graduate courses must be preapproved prior to taking courses, even if they will not be reimbursed
- You must complete a *Request for Movement on Salary Guide* form;
- You will arrange for official transcripts, showing the courses to be considered, to be sent to the Superintendent's office;
- Finally, you will send the *Request for Movement on Salary Guide* form AND a copy of each approved *Application for Tuition Reimbursement/Authorization for Reimbursement* form for all courses to be considered to the Superintendent's office by September 1<sup>st</sup> to be effective in September or by February 1<sup>st</sup>, to be effective in February;
- Courses listed on the form will be checked against the *Application for Tuition Reimbursement/Authorization for Reimbursement* forms and courses listed on official transcripts by the Superintendent's office; and
- Your request will be submitted to the Pequannock Township Board of Education for board approval.