



THE EWING PUBLIC SCHOOLS

OFFICE OF HUMAN RESOURCES

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DISTRICT ADMINISTRATIVE OFFICES

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www.ewing.k12.nj.us

TO: District Employees

FROM: Evelyn Vulpis
Human Resources Specialist

RE: Tuition Reimbursement

Individuals electing to take courses in State approved institutions may apply to receive financial assistance from The Board of Education.

The application process is twofold:

1. Application forms for **coursework approval** must be submitted to the Human Resources office prior to course enrollment. Upon submission of the above forms, your request for approval of coursework will be presented to the Board of Education, after which you will be notified of the decision.

Per the ETEA agreement, all courses must be at the graduate level and directly related to your assignment. No reimbursement for courses beyond the MA+30 levels. Any teacher who does not teach two (2) full academic years may be required to reimburse the Board for funds received within the two (2) year period.

2. If your request is approved, at the completion of the course work you must submit an official grade report or transcript and a receipt showing the actual cost of the course work (exclusive of charges such as student activity fees, parking fees, etc.). At that time, your request will be put before the Board of Education for **tuition reimbursement approval**. Your paperwork will be sent to the Business Office for payment.

Good luck with your coursework!

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APPLICATION FOR TUITION REIMBURSEMENT

To be submitted prior to taking the course.
Please use one application per course.

Employee Name:

Current Assignment:

Building/School:

Principal/Supervisors Name:

Title of Course:

Course Description:

Institution Offering Course:

Location:

Title of Degree/Program:

Duration of Course (beginning and ending dates or term):

Tuition (**not including fees**):

Course Attendance: In person Online

Number of Sessions per week:

Number of weeks per course:

It is understood that this application requires approval of the course title for reimbursement in accordance with the provisions of your current assignment agreement or employment contract with the Board of Education. Actual payment is subject to final Board approval upon satisfactory completion of approved coursework and submission of an official grade report or transcript and receipt.

IRS TUITION REIMBURSEMENT PAYMENT REPORT

The federal Economic Growth and Tax Relief Reconciliation Act (EGTRRA) of 2001 provides relief in the area of tuition reimbursement for educators. The law states that tuition reimbursement up to \$5,250 annually will be tax-free to the educators.

Name:

Building:

Course Level: ☐ Graduate

☐ Undergraduate

Signature: _____

For Office Use:

1. Submission of Course Title Approved Not Approved

Date: _____

2. Board of Education Approval for Payment

Date: _____

3. Requisition Complete/Sent to Business Office for Processing

Date: _____

4. Tuition Reimbursement Amount

\$ _____

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