

SOUTH RIVER PUBLIC SCHOOLS
TUITION REIMBURSEMENT – TEACHING STAFF

NAME: _____ SCHOOL/GRADE: _____ DATE: _____

Reimbursement application is to be made 10 days prior to start of course.

Please attach registration, payment and tuition rates.

COLLEGE: _____ **Start Date:** _____ **End Date:** _____

COURSE TITLE and NUMBER	CREDITS	CREDIT RATE	TUITION

Please review the South River Education Association (SREA) contract Article I (Recognition) and Article XIX (Teacher Professional Development and Improvement).

Option 4.a

4.a Payment shall not exceed seven hundred fifty dollars (\$750) per teacher in any school year.

5. A grade of “B” or better is needed for reimbursement. Pass/Fail courses need proof that the course is only offered as Pass/Fail. Pass grade is considered a “B”.

6.a. For courses approved under 4.a, payment shall be made by the Board within two (2) months after the teacher has submitted a college transcript showing the successful completion of work together with a receipted tuition bill.

I choose Option 4.a – SREA Article XIX and agree to all conditions stated therein:

Teacher Signature Date

Option 4.b, 4.c

4.b Teachers who agree in writing to be bound by the provisions of 4.c. below, may be reimbursed for graduate credits taken based upon the following formula: (i) teachers taking approved courses under the provision of 4.a. shall be reimbursed first pursuant to the provisions below.

- (ii) teachers who agree to 4.c. shall be reimbursed on the basis of the per credit reimbursement amount created by taking the money in the \$32,500 reimbursement account that remains after all individuals are reimbursed under 4.a. and dividing that remaining amount of money by the number of credits approved under 4.b.
- (iii) teachers shall be reimbursed the per credit amount created under (ii) for the number of approved credits taken up to six (6) credits per year.
- (iv) the maximum per credit rate a teacher may be reimbursed for is up to the Rutgers University Graduate School of Education per credit rate (without fees and campus charges)
- (v) should a teacher have taken courses at a rate lower than the Rutgers Graduate Credit rate, he/she may in no case be reimbursed for more than the actual cost of his/her credits.

4.c. Employees who are reimbursed for credits and who voluntarily leave the District without having completed two (2) full instructional years beyond the year in which the course was taken shall repay the district the amount of their reimbursement according to the following schedule: Year 1 = 100% reimbursement

Year 2 = 65% reimbursement

Employees who leave for the following reasons shall be exempt from repayment:

- a. retirement; regular or disability
- b. reduction-in-force
- c. non-renewal or dismissal

5. A grade of “B” or better is needed for reimbursement. Pass/Fail courses need proof that the course is only offered as Pass/Fail. Pass grade is considered a “B”.

6.b For courses approved under 4.b payment shall be made by September 30th of the school year following the year in which the course was taken.

I choose Option 4.b, 4.c – SREA Article XIX and agree to all conditions stated therein:

Teacher Signature Date

Academic Year	Rate per credit requested	# Credits	Reimbursement
Rutgers GSE per credit rate			
			\$

Assistant Superintendent Date

Superintendent Date