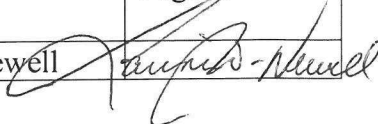


**Paterson Public Schools  
Paterson, New Jersey**

**Standard Operating Procedure:  
Tuition Reimbursement**

Subject: Tuition Reimbursement	Effective Date:	Page 1
	Approved: Dr. Laurie W. Newell	

- I. Purpose:** This SOP outlines the standardized procedure for eligible employees to apply for, receive approval, and obtain reimbursement for tuition expenses incurred while pursuing approved educational coursework for certification or degree programs.
- II. Authority:**  
Superintendent of Schools
- III. Terms and Conditions:**
1. Request for Course Approval
    - Complete the *Request for Course Approval* form for each course (maximum of three per school year).
    - Submit all documents as PDFs via email or in person within five (5) days of the course start date.
  2. First-Time Applicants
    - Complete and submit a Vendor Packet, the Request for Course Approval form, and proof of enrollment.
  3. Proof of Enrollment
    - Obtain proof of enrollment from the university portal, ensuring it includes the employee's name and the course start/end dates.
  4. Submitting Requests
    - Late submissions will be automatically denied.
  5. Certification Requirements (Teachers Only)
    - Teachers must hold at least one Standard Certification to qualify.
  6. Post-Course Completion Submission
    - Submit the following after course completion:
      - Itemized bill showing a zero balance (tuition listed separately).
      - Official course grade(s).
      - Completed Tuition Reimbursement Voucher.
  7. Course Withdrawal
    - If dropping a course, complete and submit a Dropped Course Form and proof of withdrawal within the first 15 calendar days from the course start date.
  8. Reporting Changes
    - Report any changes to course details (e.g., course name, date changes) immediately with supporting documentation.

#### 9. Reimbursement Rates for Private Institutions

- If attending a private institution, reimbursement will match the private institution's rate only if it is lower than the William Paterson University (WPU) rate; if higher, reimbursement is capped at the WPU rate.

#### IV. **Approval Process:**

- Upon receipt, an acknowledgment email will be sent, followed by a final approval or denial notification within 10 business days.
- A "B" average must be maintained in each course to be reimbursable.

#### V. **Consequences:**

- Late submissions will be automatically denied.
- Failure to report withdrawal on time may result in future denial of reimbursement approvals.
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#### VI. **Limitations**

- Courses taken for initial certification or degree will not be eligible for reimbursement under the guidelines established herein.
- All tuition reimbursement processes, approvals, and reimbursements must comply with the terms and conditions set forth in the applicable collective bargaining agreements or employee contracts. Any conflicts between this SOP and contractual language will defer to the governing contract.
- Reimbursement approvals are contingent on the availability of designated funding in the district's budget. All future reimbursement requests will be denied once budgeted tuition reimbursement funds are depleted.

#### VII. **Recordkeeping**

- All applications, supporting documents, approvals, denials, and reimbursement records will be maintained in accordance with district record retention policies.

#### VIII. **Dissemination:**

Once District approval is received, normal disseminating procedures should be followed (see Procedures for Hiring Administrators SOP).