

# Matawan-Aberdeen Regional School District Personnel Office

## Memo

TO: MAREA STAFF

FROM: Dr. Elford Rawls-Dill, Director of Personnel 

DATE: April 27, 2026

RE: Tuition Reimbursement Procedure – 2026-2027 School Year

- Per state law, only courses that apply to your current or future assignment can be approved for tuition reimbursement. All coursework must be submitted to the Director of Personnel for **prior approval** by using the **Application for Tuition Reimbursement/Authorization for Reimbursement Pre-Approval Form**. The form must be submitted **before** the course begins, or it will be denied, and a signed copy will be returned to you.
- In the event more staff requests reimbursements than are available in the budget, then the total amount allotted to tuition reimbursement shall be divided among all applicants for tuition reimbursement.
- Staff enrolled in courses during the summer 2026, fall 2026 and spring 2027 semesters must submit all required paperwork (including their Tuition Reimbursement Voucher) **on or before January 15, 2027**. Spring transcripts should be submitted as soon as they become available. **These deadlines are firm and will not be waived, and paperwork must be complete in order to be processed.**
- Actual reimbursement for summer and fall courses shall be made on or about March 1, 2026 **when the following are received:**
  - ***Original/Official Transcript (Reflecting a Grade of B or better. In the case of a pass-fail grading system, pass is acceptable)***
  - ***Completed Tuition Reimbursement Voucher***
  - ***School Account Statement Showing Tuition Charged***
  - ***Paid Tuition Receipt Showing Tuition Paid with Proof of Payment (your credit-card statement, cancelled check or loan declaration page showing tuition as paid)***
- Actual reimbursement for spring courses shall be made by the last bills list of the school year, assuming all required paperwork is submitted in time.
- Tuition will only be reimbursed for courses taken from a duly authorized institution of higher learning licensed by the Commission of Higher Education or an out-of-state institution by the appropriate accrediting body recognized by the Council on Postsecondary Education or the United States Department of Education. Please visit the NJDOE for more information.
- Tuition maximum reimbursement per employee shall be the cost of a three-credit graduate course at the School of Education at Rutgers, The State University. The Board shall confirm the amounts to be paid with the Association no later than February 1.

Thank you for your cooperation.

### **Attachments:**

- Application for Tuition Reimbursement/Authorization for Reimbursement Pre-Approval Form
- Tuition Reimbursement Voucher