

TRENTON BOARD OF EDUCATION

Human Resources

Course Pre-Approval and Tuition Reimbursement Instructions and Forms Trenton Education Association (TEA) Members

1. **TEA COURSE PRE-APPROVAL FORM**

- A. All TEA staff seeking Tuition Reimbursement must complete the TEA Course Pre-Approval form at least two (2) weeks prior to beginning course(s).
- B. The TEA Course Pre-Approval form must be completed for all courses (multiple courses in the same semester or in the academic year may be placed on the same form).
- C. Administrator/Supervisor must sign the TEA Course Pre-Approval form prior to submission to the Human Resources Department.
- D. Course Pre-Approval form with copy of the course description(s) must be submitted to the Human Resources Department.
- E. A confirmation email will be sent indicating approval.

2. **TEA COURSE REIMBURSEMENT FORM**

Article XVI, Professional Development and Educational Improvement, September 1, 2015 through August 31, 2018, Trenton Education Association Contract reads as follows:

- *To encourage further graduate study or coursework needed to meet highly qualified standards, teachers enrolled in an administratively approved Master's Program or continuing education program (videotaped courses, on-line courses or courses in other areas) shall be reimbursed for the cost of tuition up to twelve credits (12) at the rate not to exceed the College of New Jersey rate within thirty (30) days of submission of grade verification to Central Services, contingent on prior approval by the Superintendent or designee. The teacher must obtain a "B" or better to be eligible for reimbursement; or in the case of a pass/fail course, the teacher must "pass". Any requests for tuition reimbursement must be presented in writing within ninety (90) days after grades are received.*
- *Non-tenured teachers shall be required to serve in the Trenton School District for two years immediately following the receipt of tuition reimbursement. If employee does not comply with this requirement, he/she must reimburse the district for the tuition reimbursement. This requirement will not apply if said teacher is nonrenewed by the district.*
- *The district must provide tuition reimbursement within 60 days of submission of all required documentation to Human Resources.*

1. Once the course has been pre-approved and the course has been completed, the reimbursement process begins. When submitting the TEA Tuition Reimbursement form to Human Resources for processing, the following must be attached:
 - a) A completed TEA Tuition Reimbursement form (page 3 of this packet)
 - b) Final grade for course(s) taken (Grade "B" or better and/or "Pass" rating) and proof of payment for the course (bill/invoice must list the course, semester and the amount paid showing zero balance due).
 - c) A copy of the approved Course Pre-Approval form with course description(s).
2. Human Resources will approve the TEA Tuition Reimbursement form and complete the Requisition for Payment. The Requisition for Payment and supporting documentation (TEA Tuition Reimbursement form, TEA Pre-Approval with Course Description, final grade and proof

of payment for the approved course) will be forwarded to the Purchasing Department for processing.

The TEA member will receive:

- a) An email confirmation indicating that the reimbursement packet has been processed and forwarded to purchasing.
- b) A copy of the Purchase Order is going to be emailed or mailed to the employee. The employee must sign the copy and return it to the Accounts Payable Department in order to have payment processed. The purchase order should not be returned to Human Resources.
- c) The amount of Tuition Reimbursement payable to the employee (up to 12 credits annually from July 1st – June 30th) issued as outlined in Section 2 of this form.

In order to expedite processing and reimbursement, please submit all requested information in its entirety.

If you have any questions, please contact your School HR Generalist.

**TRENTON BOARD OF EDUCATION TEA TUITION REIMBURSEMENT PRE-APPROVAL
FORM**

(Pre-Approval and Reimbursement for Educational Improvement Request for Courses related to the pursuit of a career in the public school system)

Name: _____ Date: _____

Building: _____ Signature of Administrator: _____

I request approval to enroll in: ***(PLEASE USE ONE FORM PER SEMESTER)***

Tuition Cost: \$ _____ Year: _____ Semester: Summer _____ Fall /Winter _____ Spring _____

Start Date: _____ at _____
course number/title credits college or university

Tuition Cost: \$ _____ Year: _____ Semester: Summer _____ Fall /Winter _____ Spring _____

Start Date: _____ at _____
course number/title credits college or university

Tuition Cost: \$ _____ Year: _____ Semester: Summer _____ Fall /Winter _____ Spring _____

Start Date: _____ at _____
course number/title credits college or university

Course Description: (MUST ATTACH COPY OF DESCRIPTION)

How do these courses relate to your employment? Explain. (MUST BE COMPLETED FOR PROCESSING)

Conditions for Reimbursement

1. Reimbursement shall be made on evidence of satisfactory completion of the course.
2. Reimbursement by the Board shall be in compliance with the appropriate contract stipulation.

I do solemnly declare and certify under the penalties of the law that the within bill is correct in all of its particulars; that the amount herein stated is justly due and owing and the amount charged is a reasonable one.

Employee's Signature

Title

(For Office Use Only)

Human Resources:

Approved _____

Disapproved _____

Comments: _____

Date: _____

Signature: _____

TRENTON BOARD OF EDUCATION TEA TUITION COURSE REIMBURSEMENT

Name: _____ Date: _____

Position: _____ Location: _____

Course Number and Title(s):

Credits: _____

Credits: _____

Credits: _____

Learning Institution: _____ Semester: _____

Amount of Tuition: _____

The following documents are required to be submitted and attached to this form:

- Pre-Approval and Reimbursement Forms
- Final Grade Report or Transcript
- Typed Receipt of Evidence of Payment (name, institution and year must be included)

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FOR OFFICE USE ONLY:

Reviewed by: _____

Approved by: _____ Date: _____

Completion Evidence: Yes _____ No _____ Amount Approved: \$ _____ Payment Evidence: Yes _____ No _____ Date Sent to Business Office: _____