

# Jefferson Township Public Schools

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*Jeanne Howe*  
Superintendent of Schools

*Dora E. Zeno*  
Business Administrator/Board Secretary

## Course/Tuition Reimbursement

In order to receive tuition reimbursement for courses you are taking, please follow the directions listed below.

1. Prior to beginning any course, you must submit a completed “Request for Tuition Reimbursement” application. You must include a description of the course. You will need an individual application for each course. **Application must be submitted prior to beginning the course.** You must put a start and end date for the course, or the application will be returned.
2. Provide a detailed, itemized invoice reflecting the cost of tuition as soon as possible. Reimbursement is for tuition only. This excludes any fees, textbooks, etc.
3. Final grade report and itemized tuition statement must be received within 120 days from the date of the completion of the course. All documentation received beyond the 120 days will automatically void the course for any reimbursement. (NOTE: Only courses with grades of “B” or better are eligible for reimbursement).
4. **Any paperwork submitted to Human Resources regarding your course must have the course approval number on it.**
5. You are responsible for informing our office of all course changes or cancellations as soon as possible.

Please refer to the table below for reimbursement deadlines. Checks for reimbursement are issued by the Business Office the month after the Board of Education approval meeting.

Semester	Course Completion Dates	Board Meeting Approval	Checks Issued by Business Office
Summer	Courses completed between July 1 <sup>st</sup> and August 31 <sup>st</sup>	January	February
Fall	Courses completed between September 1 <sup>st</sup> through December 31 <sup>st</sup>	May	June
Spring	Courses completed between January 1 <sup>st</sup> through June 30 <sup>th</sup>	November	December

For the complete negotiated agreement for course reimbursement, please refer to Article XXXI “Professional Development and Educational Improvement” of the collective bargaining agreement.

All applications, requests and documentation for tuition reimbursement must be submitted to Human Resources, attention Donna Guarino. This can be done via inter-office or electronically.