



# Jefferson Township Public Schools

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*Coordinator of Human & Public Relations  
Mrs. Heather Racansky*

## COURSE REIMBURSEMENT

In order to receive course reimbursement, you **MUST** adhere to the following steps:

1. Complete a course reimbursement application and submit the application to me along with a **course description\***. The application must include the name of the educational institution (i.e. William Paterson, Fairleigh Dickinson, Seton Hall) and the course number. It is not necessary to list the name of the 3<sup>rd</sup> party vendor. The application must list the EXACT start date and EXACT end date. Applications stating “when I finish” or “self-paced” will be rejected. Grades due by date is calculated at 120 days from the end date that you list.

You may submit the required documents electronically, however, it must be one (1) course with description per email. Google documents cannot be accepted, because of access issues. All courses require superintendent approval prior to registering for the course (this is as per the JTEA Collective Bargaining Agreement).

Once the required documents have been completed and received, your course request will be assigned an approval number and will be forwarded to Mrs. Howe for her final approval. You will then be contacted with the approval number and the date grades are due by. Please mark this information on your form.

All correspondence (invoice, grades, etc.) must reference the approval number or they will be returned.

2. Once you register and have paid the tuition fee, you will send me a copy of the **paid** tuition receipt. Note that you are only eligible for the fee for the course, not additional fees imposed by the educational institution.

3. After completion of the course, please forward the grade report that reflects FINAL grade. Official transcripts are only necessary for advancement on the guide. The grade should be sent as soon as you receive it. Once the date passes that is listed on the application as “Grades Are Due By” the course is ineligible and you will not receive payment.

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4. Please note the following schedule for semesters and when payment will be issued:

<b>Semester</b>	<b>Course Completions Dates</b>	<b>Board Meeting Approval</b>	<b>Checks Issued by Business Office</b>
Summer	Courses with an end date between July 1 and August 31	January	February
Fall	Courses with an end date between September 1 and December 31	May	June
Spring	Courses with an end date between January 1 and June 30	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. You can also find information on the District Website under Human Resources.*

\* The course description can be found in the school’s catalog. Please do not send the entire syllabus.

