



# Jefferson Township Public Schools

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[www.jefftwps.org](http://www.jefftwps.org)

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

**APPROVAL**

## APPLICATION FOR TUITION REIMBURSEMENT

Employee Name: \_\_\_\_\_ Date: \_\_\_\_\_

Building Assignment: \_\_\_\_\_ Job Title: \_\_\_\_\_

- |  |  |
|--|--|
| <input type="checkbox"/> Certificated Staff*     | <input type="checkbox"/> Supervisor    |
| <input type="checkbox"/> Non-Certificated Staff* | <input type="checkbox"/> Administrator |

**\*Eligibility:** Per ARTICLE 31: PROFESSIONAL DEVELOPMENT AND EDUCATIONAL IMPROVEMENT of the JTEA Collective Bargaining Agreement, to be eligible for course reimbursement, a staff member must have the written approval of the Superintendent prior to enrolling in a course. All credits shall be taken in traditional college graduate courses approved by the Superintendent. In order to receive reimbursement for any courses taken pursuant to the Superintendent's approval, the employee must receive a grade of "B" or better. The above provisions shall also apply to the secretarial staff, instructional aides, custodial and maintenance personnel, bus drivers and food service personnel, and job coaches as it relates to their present assignment.

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| Course #                  | Course Title | College/University | Semester  |   |   | Credits | Cost Per Credit |
|---------------------------|--------------|--------------------|---|---|---|---------|-----------------|
|                           |              |                    | SUM<br><small>Class ends:<br/>Jul 1-<br/>Aug 31</small> | FALL<br><small>Class ends:<br/>Sept 1-<br/>Dec 31</small> | SPR<br><small>Class ends:<br/>Jan 1-<br/>Jun 30</small> |         |                 |
| <b>Course Start Date:</b> |              |                    | <b>Course End Date:</b>                                 |   |   |         |                 |

- This course is related to my present assignment.       This course is a new area of certification.

**DID YOU REMEMBER TO...**

Complete this form completely and clearly?  
 Include a course description?

*Final grades are due 120 days from the course end date. A copy of your final grade AND paid invoice are required for reimbursements to be processed. Course Reimbursement does not automatically trigger Salary Advancement.*

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*Office Use:*

|   |                                |
|---|--------------------------------|
| APPLICATION RECEIVED:   | GRADES DUE:                    |
| <i>Office of the Superintendent of Schools:</i>                   |                                |
| <input type="checkbox"/> Approved <input type="checkbox"/> Denied |                                |
| _____<br><i>Superintendent's Signature</i>                        | _____<br><i>Date</i>           |
| <input type="checkbox"/> Invoice Received: _____                  | Amount to be reimbursed: _____ |
| <input type="checkbox"/> Final Grade Received: _____              | BOE Approval: _____            |