

Pleasantville Public Schools

Pleasantville, New Jersey

Tuition Assistance Information Sheet

Please carefully review all rules associated with receiving Tuition Assistance. Those rules are set forth in your Collective Bargaining Agreement and Board of Education Policy 6472. This sheet is ***not*** intended to be a comprehensive review of all relevant rules, but merely highlights some of the provisions that you should be aware of.

1) You must accurately complete the attached Forms and provide the requested documentation:

- Proof of cost per credit (located on the college/university website)
- Class course description from the college/university attending.

2) There are very rigid deadlines that are set forth in your union contract.

Description	Summer	Fall	Spring
Start Date of Course	June – August	September – December	January – May
Pre-Approval Period	May 1 st – June 15 th	August 1 st – September 15 th	December 1 st – January 15 th
Submission Deadline for Reimbursement	October 10 th	February 10 th	July 10 th
Paid by Board of Education	April 30 th	April 30 th	July 31 st

3) The amount and method of reimbursement you may be entitled to are described in your union contract under Article 22.

- Employees will be reimbursed for tuition up to a maximum of ten (10) credits annually at the prevailing Rowan University rate (see PEA contract for more details).

4) Prior to taking a class your Application for Course Approval must be approved by the Superintendent or his/her designee.

5) You must deduct from your tuition costs any grant, loan etc., for which you are NOT obligated to repay.

6) If your request is denied you have the right to appeal the Superintendent’s decision to the Board of Education.

7) Tuition Assistance can only be given if your course is taken at an accredited college as defined by NJSA 18A:3-15.3.

8) You must verify that the college is duly accredited. <https://ope.ed.gov/accreditation/Search.aspx>

9) Tuition Assistance can only be given if the class directly relates to your current or future job Responsibilities in your current position.

10) You must obtain a “B” or better in order to be reimbursed for tuition.

11) Once the course is completed the Application for Course Reimbursement must be completed along with:

- Non-Official Transcript for course with grade
- Zero balance invoice

If you have any questions please contact the Office of Human Resources at ext. 2533

Pleasantville Public Schools
Pleasantville, New Jersey
Application for Course Approval

Name: _____ Date: _____

School: _____ Position: _____

Current Assignment: _____

College/University: _____

Course Title: _____ Course #: _____

What degree(s) do you currently hold: _____

Graduate _____ Undergraduate _____

Course Start Date: _____ Course End Date: _____

Number of Course Credits: _____ Tuition Cost Per Credit: _____

Tuition Amount Requested: _____ Online _____ On Campus _____
(Please check one)

What type of degree program are you currently seeking: _____

Graduate _____ Undergraduate _____ I have verified the college is **accredited**, Yes _____

*****REQUIRED ATTACHMENTS*****

___ Proof of cost per credit

___ Class course description from the college/university

I am _____, am not _____ receiving funds that I am **NOT** obligated to repay.

How is this class related to your current position/responsibilities: _____

How will you use this education to improve student learning? _____

Signature of Applicant _____ Date _____

*******For Central Office Use Only*******

Approved _____ Not Approved _____ Further Review/Documentation Needed _____

Comments: _____

Administrator's Signature: _____ Date: _____

Pleasantville Public Schools
Pleasantville, New Jersey

Application for Course Reimbursement

Name: _____ Date: _____

Name of College/University: _____

Course Title and Number: _____

Tuition Amount for Course: _____

Amount of Grants Received: _____

*****REQUIRED ATTACHMENTS*****

___ Transcript for Course with Grade (Non-Official)

___ Zero Balance Invoice

Signature of Applicant: _____ Date: _____

Failure to submit this application with required attachments within dates outlined in the contract will result in cancellation of reimbursement.

Description	Summer	Fall	Spring
Submission Deadline for Reimbursement	October 10 th	February 10 th	July 10 th

Any staff member who has submitted notice of voluntary resignation shall not be reimbursed for tuition at the time of normal payment by the Board.

*******For Central Office Use Only*******

Approved _____ Not Approved _____ Further Review/Documentation Needed _____

Comments: _____

Administrator's Signature: _____ Date: _____

Date Invoice submitted to Business Office for payment: _____ Initials _____