



**ESSEX REGIONAL EDUCATIONAL SERVICES COMMISSION
TUITION REIMBURSEMENT FORM**

Note: This Form is submitted and approved **BEFORE** you enroll in a class. [1st come 1st served]
The College or University must be accredited [see <http://www.chea.org/search/>]
Courses **MUST** be taken in the School Year in which you are requesting reimbursement.
Submitting a request for Tuition Reimbursement does **NOT** guarantee approval.

Name: _____ Date: _____

College/University: _____ Semester & Year: _____

I am requesting 50% reimbursement of my tuition for course work to be taken in accordance with the current Teacher's Agreement / Board Policy for the following courses(s):

Course Title #1 _____ Course # _____

Course Title #2 _____ Course # _____

The current State College tuition rate is \$ _____ per credit. [Only tuition is reimbursed]

[The maximum Private school tuition rate cannot exceed the rate for Rutgers University]

I intend to complete a total of _____ credits. [Maximum of six (6) credits a year].

Attach documents that show the School Name, number of credits AND the cost per credit.

My TOTAL tuition will be \$ _____.

I will be eligible for 50% reimbursement in the amount of \$ _____.

NOTE: Attach the Tuition Bill and Grades when requesting re-imbusement.

Please explain how the above course work directly relates to your current duties and responsibilities as an employee of the Essex Regional Educational Services Commission.

(You may use another sheet if necessary)

I understand that reimbursement will be approved by the Director and Superintendent based on prior Commission approval given for credits that directly relate to my current duties and responsibilities with the E.R.E.S.C. A grade of "B" or better must be achieved. Note: a grade of "B-" is NOT a "B". I further understand that reimbursement will not be received until September of the following school year. Reimbursement will only be processed upon receipt of grades and copy of the actual tuition bill showing that it has been paid.

EMPLOYEE SIGNATURE

DATE

APPROVED by PRINCIPAL or SUPERVISOR: _____

FOR OFFICE USE ONLY:

ACCOUNT LINE CHARGED: _____

APPROVED by DIRECTOR: _____

APPROVED by ERESC SUPERINTENDENT: _____

DATE RECEIVED: _____

FINAL APPROVAL YES NO [circle one]

Tuition Reimbursement Guidelines

- The Commission sets a maximum Tuition Reimbursement amount to be spent, in aggregate, for the year. That amount is \$ 10,000.00. Funding for this amount comes from money set aside in individual Budgets. [Your school or program budget]
- Each Department and some Programs have monies set aside in a Tuition line “SHOULD” someone in that Department or Program request reimbursement.
- **REQUESTS for reimbursement does NOT guarantee approval of reimbursement.**
- All of the monies are charged to [deducted from] the Department and Program Budgets in which the employee works.
- The Commission requires that any request and approval for reimbursement has to be made prior to taking the class.
- In addition to other criteria, Tuition Reimbursement approval is granted on a “case by case” basis. A determination is made as to whether the course(s) is relevant to the employee’s **CURRENT** position.
- On occasion, requests are granted for course work that will benefit the Commission for “planned” programs or initiatives.
- The immediate administrator makes the initial decision to approve or decline the request.
- Tuition Reimbursement is limited to a Maximum of six (6) credits per school year.
- Approvals are granted until the Maximum \$ 10,000.00 is encumbered.
- Approvals are granted on a 1st submitted, 1st approved basis.
- The Date on the Tuition Reimbursement form “DATE RECEIVED” is the date used in these determinations.
- Proof of receiving a grade of “B” or better is required for reimbursement. Note: a “B- “is NOT a B.
- Proof of payment for Tuition is required.
- Submitting a request for Tuition Reimbursement does NOT guarantee approval. You may want to wait for your signed approval before enrolling.
- In accordance with the Agreement with the Educational Services Teacher’s Agreement and ERESA procedures, “reimbursement shall be received on the first payday of the September of the succeeding year.”
- **NOTE:** In September, approved staff will be reimbursed for the courses they took in the **PREVIOUS** School Year.