

# Winslow Township School District

## Tuition Reimbursement Procedures

### *For Administrative & Teaching Staff Members:*

Administrative and Teaching staff members considering pursuing a degree in **advanced** study are required to follow these guidelines to be considered for tuition reimbursement:

- Courses taken shall be related to the field or position of the staff member. (Payments will not be made to satisfy emergency or provisional certification requirements or for courses taken in a degree unrelated to education).
- **Prior to the start** of the course staff members must submit, in writing (application), to the Superintendent, their intent to further their studies. A description of the course **must be submitted** along with the application. The following submission dates must be adhered to:
  - If you are taking a course that begins in:
    - **September** – Application must be received by no later than August 1<sup>st</sup>.
    - **January** – Application must be received by no later than December 1<sup>st</sup>.
    - **May** – Application must be received by no later than April 1<sup>st</sup>.
    - **June/July** – Application must be received by no later than May 1<sup>st</sup>.
- Once the course is approved, you will receive a signed/approved copy of the application for your records.
- Once the course is completed, **you have the responsibility** to send a copy of your approved application along with an official transcript (showing successful completion of the course) and your receipts for tuition and books to the attention of Stephanie McCrary in the Superintendent’s Office. You will be asked to sign a voucher to process payment and upon submission of all required documents reimbursement will be made within sixty (60) days. **\*All vouchers for reimbursement must be submitted/charged in the same fiscal year in which courses were taken.**

### *For Support Staff Members:*

Support staff members are required to follow the same guidelines except an undergraduate course in your field of study is permitted.

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**Note 1 - Effective immediately, staff members not adhering to the above guidelines will not be considered for tuition reimbursement.** Please refer to your contract for the maximum reimbursement amount per fiscal year (July 1 – June 30).

**Note 2 - Any unit member who receives tuition reimbursement must remain in the district two years after receiving reimbursement, or must refund the monies received in the aforesaid two-year period prior to separation.** This requirement to return tuition funds will be waived if the employee retires pursuant to a disability retirement.