

Application for Graduate Course Reimbursement

HACKETTSTOWN PUBLIC SCHOOLS

To be eligible for reimbursement, submit application two weeks prior to beginning of course.

Name:		Date of Application:	
Name of Course:		College/University:	
Course ID #	Graduate Course: # of Credits:	Cost Per Credit:	Total Amt. Paid:
Name of College or University:			
Beginning Date:		Completion Date: <i>(at least one week per credit)</i>	
Please write your objectives for taking this course. (Attach a separate sheet, if necessary)			

Signature of Applicant:

REIMBURSEMENT PROCEDURES

It is the intent of the Board to pay the Rutgers University in-state rate for graduate and undergraduate credit hours to a maximum of twelve (12) credits earned per person per school year. In order to provide maximum opportunity for all qualified employees to be reimbursed, no payments shall be made until the end of each school year. Then, if total monies for reimbursement have not been exceeded, each employee shall be reimbursed to the maximum allowable above; provided all of the requirements have been met. If the total amount has been exceeded, then the payment shall be prorated among the qualified applicants until the total fund shall be exhausted. Reimbursement amount will not exceed the actual cost per credit paid by the employee. To receive remuneration, applicant must apply for reimbursement within six (6) months of completion of the course and must be an employee of the Hackettstown School District. Reimbursement is limited to courses for which a passing grade of "C" or higher is earned. In order to receive reimbursement, the applicant must be in the employ of the district at the time the reimbursement is made, and must present invoice & receipt of payment from the college or university together with an unofficial transcript and proof of payment. Any applicant who wishes to be reimbursed for graduate credits taken during the spring or summer term of any given year must have been granted and have accepted employment with Hackettstown for the following year. Except for specific undergraduate credits required by the Board, reimbursement for graduate credits only will be granted to professional persons, i.e. teachers, guidance personnel, librarians and nurses. To be eligible for such payment, these persons (1) must have received advance approval of at least two weeks from the Superintendent of Schools to pursue a course or courses; (2) shall provide professional evidence of successful completion; and (3) courses must be in the area of the teacher's teaching assignment. Employees shall be eligible for reimbursement in accordance with the following schedule: 1st year of service – 3 credits, 2nd year of service – 3 credits, 3rd year of service – 6 credits. After acquiring tenure, the employee will be eligible for up to 12 credits per year in accordance with the provisions of Article XXI of the Agreement.

APPROVAL

Principal:	Department Administrator:
Director of Curriculum & Instruction:	Superintendent of Schools:

