NTU
TUITION REIMBURSEMENT FOR
TEACHERS, CLERKS, AND AIDES

THE NEWARK TEACHERS UNION
PROFESSIONAL IMPROVEMENT FUND & TUITION REIMBURSEMENT COMMITTEE
Local 481, AFT, AFL-CIO
1019 Broad Street
Newark, NJ 07102
EMAIL: NTUPIF@GMAIL.COM

(PENDING AVAILABILITY OF FUNDS)

Tuition Reimbursement Guidelines:

- Reimbursement rate of $250.00 per credit.

- You will only be reimbursed for 2 courses per semester: Fall, Winter, Spring, Summer I, Summer II

- Reimbursement rate: One hundred percent (100%) payment for the above shall be forthcoming upon receipt of official evidence of satisfactory completion of coursework. Satisfactory is equivalent to a “B” or better. Fifty percent (50%) reimbursement will be for a grade of “C”.

- For pass/fail classes:
  - if the employee receives a passing grade the class shall be fully reimbursed (100%).
  - the employee will not receive any reimbursement for a failing grade.

- NTU members approved for tuition reimbursement shall forfeit the value of the reimbursement if he/she resigns or is dismissed from the district within three (3) years of the date the member received the reimbursement. These funds will be repaid to the Newark Public Schools through payroll deduction.

- NTU members shall not receive reimbursement for such courses if he/she indicates in writing the intent to leave the district prior to receipt of notice of official satisfactory completion of the course.

- Courses must be offered by an accredited college or university and listed in the college or course catalogue.

Paperwork to be submitted with Tuition Reimbursement Form:

- Tuition reimbursement application.
- Receipt(s) for tuition expended for the course(s).
- Official transcript with the college/university official stamp in a sealed envelope.

Submit paperwork through mail or in person to:

Justin Petino
NTU-PIF/Tuition Reimbursement Chairperson
Newark Teachers Union, Local 481
1019 Broad Street
Newark, NJ 07102
NEWARK TEACHERS UNION TUITION REIMBURSEMENT APPLICATION

(PLEASE READ THE ENTIRE FORM BEFORE COMPLETING)

NOTE: PURSUANT TO YOUR CONTRACT, BY ACCEPTING TUITION REIMBURSEMENT, TEACHERS AGREE TO WORK FOR THE NEWARK PUBLIC SCHOOLS FOR THREE (3) YEARS AND CLERKS/AIDES AGREE FOR TWO (2) YEARS FROM THE DATE OF YOUR LAST REIMBURSEMENT PAYMENT.

TEACHER___  FULL TIME  FULL TIME  OTHER
CLERK_____  AIDE_____  NTU TITLE_____

Name ____________________________________________ Date__________________

Employee ID #__________________________ School/Location ____________________________________________ (Required)

Home Address ____________________________________________ (checks are mailed to this address)

City__________________________________________ State________________ Zip________

Home Telephone(_____) ___________________________ Contact Phone(_____) ___________________________

Email Address ____________________________________________________________

COURSES

Course Name______________________________________ Course No.___________________

Course Name______________________________________ Course No.___________________

Course Name______________________________________ Course No.___________________

Course Name______________________________________ Course No.___________________

Course Name______________________________________ Course No.___________________

Course Name______________________________________ Course No.___________________

Course Name______________________________________ Course No.___________________

Applicant’s Signature ____________________________________________ Date__________________

NTU Approved by__________________________________________ Date__________________

Reimbursement Amount Approved__________________________________________ Date__________________

Application #__________ Fiscal Year ________ ( ) Fall ( ) Winter ( ) Spring ( ) Summer I ( ) Summer II

Revised 06/16