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 DURING EACH FISCAL YEAR)
Fiscal Year (July 1st - June 30th)

Tuition Reimbursement Guidelines:
- Reimbursement rate of $300.00 per credit
- Reimbursement rate:
  o 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.
  o Fifty percent (50%) reimbursement will be for a grade of “C”.
- To be eligible for tuition reimbursement, courses shall be:
  o Courses that are part of a matriculated graduate program in the present teaching field.
  o In a field to which the teacher may be assigned within the district.
- NTU members approved for tuition reimbursement shall forfeit the value of the reimbursement if he/she resigns, retires 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 Board of Education 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.
- Course(s) must be offered by an accredited college or university and listed in the college or course catalogue.

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

Submit paperwork through mail or in person to: NTU-PIF/Tuition Reimbursement Committee
Newark Teachers Union, Local 481
1019 Broad Street
Newark, NJ 07102
NEWARK TEACHERS UNION TUITION REIMBURSEMENT APPLICATION

(Please read the entire form before completing)

(Pending availability of funds during each fiscal year)
Fiscal Year (July 1st - June 30th)

Paperwork below must be submitted with the Tuition Reimbursement Application to be processed:

( ) Application fully completed and signed
( ) Official transcript with the college/university official stamp in a sealed envelope.
( ) Receipt(s) for tuition expended for the course(s).

Teacher____  Full Time  Full Time  Other
Clerk____  Aide_____  NTU Title____

Name ___________________________________________________________ Date ______________

Employee ID # ___________________________ NPS School/Location ______________________________________
(Required)

Home 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.___________________

Applicant’s Signature _____________________________________________ Date ______________

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DO NOT WRITE BELOW: PIF COMMITTEE USE ONLY
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NTU Approved by _______________________________________________ Date ______________

Reimbursement Amount Approved ______________________________________ Date ______________

Application #________

Semester:
( ) Summer I  ( ) Summer II  ( ) Fall  ( ) Winter  ( ) Spring

Revised 08/2020