

# 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:
  - 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".
- To be eligible for tuition reimbursement, courses shall be:
  - Courses that are part of a matriculated graduate program in the present teaching field.
  - 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