

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 not to exceed twelve (12) credits for priority courses and six (6) credits for non-priority courses per school year.
- 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 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.
- Course 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:

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

Submit paperwork through interoffice 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 CLERK _____ FULL TIME AIDE _____ OTHER 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. _____

Applicant's Signature _____ Date _____

NTU Approved by _____ Date _____

Reimbursement Amount Approved _____ Date _____

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