

NTU

TUITION REIMBURSEMENT FOR TEACHERS, CLERKS, AND AIDES

THE NEWARK TEACHERS UNION, LOCAL 481, AFT, AFL-CIO
PROFESSIONAL IMPROVEMENT FUND (PIF) & TUITION REIMBURSEMENT COMMITTEE
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. **Paid out on a first come, first serve basis.** Please send your complete application as soon as your course grades are posted.
- **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 catalog.

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.

Effective this year 2023, It is imperative that you submit/bring in your entire paperwork through mail or in person so that it can be time-stamped. We will only accept official transcripts through email and/or regular mail from the University/College:

NTU-PIF/Tuition Reimbursement Committee
Newark Teachers Union, Local 481
1019 Broad Street, 3rd floor
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 CLERK _____ FULL TIME AIDE _____ OTHER NTU TITLE _____

Name _____ Date _____

Employee ID # _____ NPS School/Location _____
(Required)

Home Address _____

City _____ State _____ Zip _____

Home Telephone (_____) _____ Cell 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 _____

DO NOT WRITE BELOW: PIF COMMITTEE USE ONLY

NTU Approved by _____ Date _____

Reimbursement Amount Approved _____ Date _____

Application # _____

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