**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 in a sealed envelope 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** from the college/university mailed in a sealed envelope or emailed directly from the university/college to Newark Teachers Union.

 **( )** Your paid receipt(s) for tuition expended for the course(s).

 **FULL TIME FULL TIME OTHER**

 **TEACHER\_\_\_\_ CLERK\_\_\_\_\_ AIDE\_\_\_\_\_\_ 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\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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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**