

**PRINCETON REGIONAL SCHOOLS**  
**Office of Human Resources**

**TUITION REIMBURSEMENT FORM for CERTIFIED STAFF**

The current PREA contract entitles employees to tuition reimbursement up to \$1,500 per person, per contract year. To be eligible for reimbursement the following steps must be followed.

**Prior to taking the course:**

1. Courses must have PRIOR approval. Requests will be processed through the Office of Human Resources. Approval is subject to the discretion of the Assistant Superintendent for Human Resources. Allow ten school days for approval.
2. Courses must be taken at an accredited college/university or be job-related.
3. The course should be part of a degree-granting program or be job-related.
4. Tuition reimbursement does not cover the cost of any associated fees.

**Applications must be accompanied by:**

- a. The course description from the college/university or appropriate publication.
- b. Proof that the course is a requirement for the degree being sought OR the applicant's written statement as to its applicability to his/her current assignment.

**Following completion of the course:**

1. Applicants must obtain a letter grade of "B-" or better or "Pass" to be eligible for reimbursement.
2. The original transcript must be provided as proof of successful completion of the course. It will be placed in your personnel file. The receipt for tuition paid, your cancelled check, and a signed affidavit must accompany the official transcript to expedite processing.
3. The Office of Human Resources will forward the appropriate documents to the Business Office for payment after Board approval.

**Note: Board approved tuition reimbursements will be paid by separate check the 30<sup>th</sup> of the following month.**

Inquiries regarding approval for tuition reimbursement should be directed to Patricia Rhodes ext. 2033. Questions regarding payment of approved reimbursement should be directed to Roz Levine at ext. 2016.

**Please remember you cannot claim the cost of reimbursed tuition as a personal expense on your income tax return.**

**Staff members are responsible for the timely application and follow-through of reimbursement procedures. A copy of the application and related materials will be maintained in the employee's personnel file.**

**PREA TUITION REIMBURSEMENT APPLICATION/APPROVAL**

Staff Member \_\_\_\_\_ Date of Application \_\_\_/\_\_\_/\_\_\_ Last Name  
First Name

Current Assignment \_\_\_\_\_ Status \_\_\_\_\_ Building \_\_\_\_\_

**COURSE INFORMATION**

Title \_\_\_\_\_

College/University \_\_\_\_\_ Date(s) \_\_\_\_\_

Address \_\_\_\_\_ How

is this course job related? \_\_\_\_\_

Attendance (check one): In person \_\_\_\_\_ Correspondence \_\_\_\_\_ Other\* \_\_\_\_\_ \*Describe  
if other \_\_\_\_\_

Is this course being applied to your MA+30 status? \_\_\_\_\_ Yes \_\_\_\_\_ No *If yes, be sure to complete the  
separate prior approval CONTROL SHEET needed to guarantee the MA+30 credit.*

Total tuition cost (fees excluded) \$ \_\_\_\_\_ (# of credit hours x cost per credit hour = total tuition cost)

Total reimbursement during this contract

reimbursement being sought \$ \_\_\_\_\_ year may not exceed the \$1,500 limit. Amount of  
pending successful completion of the course.

APPLICATION STATUS: \_\_\_\_\_ Approved \_\_\_\_\_ Disapproved \_\_\_\_\_ Lew  
Goldstein, Assistant Superintendent Date

**FOR USE BY THE OFFICE OF HUMAN RESOURCES**

Total previously paid to date 20 \_\_\_\_ - 20 \_\_\_\_ \$ \_\_\_\_\_

Tuition reimbursement requested this application \$ \_\_\_\_\_

**Dates -Prior Approval**

\_\_\_\_\_ Application

\_\_\_\_\_ Course description

\_\_\_\_\_ Proof of degree/written statement

**Dates - Final Approval**

\_\_\_\_\_ Affidavit (completed and signed)

\_\_\_\_\_ Cancelled check/tuition receipt

\_\_\_\_\_ ORIGINAL transcript

Original transcript: Personnel file

Tuition reimbursement approved  
this application \$ \_\_\_\_\_

Original application/affidavit  
to the Business Office

\_\_\_\_\_ Date

\_\_\_\_\_  
Lewis Goldstein  
Assistant Superintendent

\_\_\_\_\_ Date

Board Agenda \_\_\_\_\_