

## Tuition Reimbursement Procedures

### 1. Request for Course Approval

- Complete a *Request for Course Approval* form for each course (up to 3 courses per school year). Ensure that all fields are filled out completely.
- Indicate whether the course is for *Certification* or a *Degree* by circling the appropriate option.
- Provide a course description in the space provided; do not attach separate documents.
- Circle the corresponding bargaining unit for your position (e.g., Teachers (PEA), Instructional Aides & Personal Aides (PEA-IA), Non-Certificated Staff (Non-Barg)).

### 2. First-Time Applicants

- First-time applicants for tuition reimbursement must complete a *Vendor Packet* and submit it along with their application and proof of enrollment.

### 3. Proof of Enrollment

- Obtain and submit proof of enrollment (registration confirmation) for each course from your university's portal.
- Proof of enrollment must include your name, as well as the start and end dates for each course.

### 4. Submitting Your Request

- Email your *Request for Course Approval* form, along with proof of enrollment, to [ggaines@paterson.k12.nj.us](mailto:ggaines@paterson.k12.nj.us) before or within 5 days of the course start date.
- Note: Any submissions past the deadline will be automatically denied.
- Ensure all documents are submitted as PDFs (pictures or screenshots will not be accepted).
- You will receive an acknowledgment email confirming receipt of your documents. An approval or denial notification will be sent within 10 business days.

### 5. Certification Requirements

- Teachers must hold at least one *Standard Certification* to be eligible for tuition reimbursement.

### 6. Post-Course Completion Submission

- Upon completion of the course(s), submit the following documents:
  - An itemized bill showing a zero balance (tuition rate should be listed on a separate line).
  - Your grade(s) for the course(s).
  - A completed *Tuition Reimbursement Voucher*.
- All documents must be submitted as a single PDF file.

### 7. Course Withdrawal

- If you have been approved for reimbursement and later drop a course, you are required to complete a *Dropped Course Form* within the first 15 calendar days of the course start date, along with proof of withdrawal.
- Failure to comply with this deadline will result in denial of future course approvals.

### 8. Changes to Course Information

- Any changes to course details (e.g., course name, date changes) must be reported immediately, along with supporting documentation.

### 9. Reimbursement for Private Institutions

- Courses taken at private institutions will be reimbursed at the institution's rate, only if the rate is lower than the WPU rate. If the institution's rate exceeds the WPU rate, reimbursement will be at the WPU rate.