

Ridgewood Public Schools Course Approval Form - Tuition Reimbursement

Section 2, Article II of the Agreement Between Ridgewood Board of Education & Ridgewood Education Association.
 Upon completion of graduate course work with a grade of B or better, the Board will fully reimburse a teacher covered by this Agreement for tuition and fees up to \$2,300 per school year for courses approved by the Superintendent in writing, including coursework for National Teacher Certification, **prior to course registration** subject to a maximum total payment of \$165,000 per school year. However, if the total maximum payment in a school year exceeds \$165,000, the Board agrees to meet with the Association to negotiate an increase for the following school year. **Effective July 1, 2016, tuition reimbursement will not be available for teachers with less than one year in the District and/or without a standard NJ teaching certificate.**

Please Read Carefully

- Step 1. Submit Course Approval Form to principal/supervisor first **and then** HR-Donna Gathright, **prior to registration**
- Step 2. **After receiving email approval from Human Resources**, register and pay for the course(s)
- Step 3. Submit school/university receipt **and** proof of payment (credit card/bank statement) to HR-Donna Gathright
- Step 4. Submit transcript to HR-Donna Gathright

For online courses, please submit documentation stating that the organization is accredited and that the course is a graduate course (not professional development/continuing education).

Course Title(s)	Course #	Probable Credits	Cost

College/University	Start Dates & Completion Dates

Employee Printed Name

School

Employee Signature & Date

Supervisor/Principal Signature & Date

HR Manager Signature & Date

Courses must be approved by Human Resources prior to registration in order to be eligible for reimbursement
Requests received after registration will not be approved or reimbursed

ALL COURSE RECEIPTS AND GRADES MUST BE SUBMITTED BY JUNE 30TH