

# TUITION REIMBURSEMENT

**City Association of Supervisors and Administrators**

## C.A.S.A. - LOCAL 20

## Tuition reimbursement forms are to be submitted 30 days after the end of the college academic term.

Approved areas of study, but not limited to: Teaching Skills, Values Clarification, Learning Theory, Writing across Content Areas, Critical Thinking Skills, Curriculum Development, Classroom Management, or Contemporary Social Issues.

Courses outside of member's area of certification that relate to the member's course of study can include but not limited to: Administration and Supervision, Drug and Alcohol Abuse Awareness, Suicide Awareness, School Law, Contemporary Health Issues Awareness, Computer Literacy or Developmental Psychology.

## Tuition Reimbursement Guidelines:

- Prior approval must be requested for undergraduate level courses.
- Reimbursement rate is $400.00 per credit not to exceed nine (9) credits per school year.
- 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 Public Schools through payroll deduction.
- Reimbursement rate: One hundred percent (100%) reimbursement rate upon receipt of official evidence of satisfactory completion of courses. For the purpose of this program, satisfactory is equivalent to a 'B' or better. Fifty percent (50%) reimbursement will be for a grade of 'C'. For courses requiring a pass/fail score, there shall be one hundred percent (100%) reimbursement for pass and zero percent (0%) reimbursement for fail.
- A member 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 course.

## Paperwork to be submitted with Tuition Reimbursement Form:

- ✓ Description for each course.
- ✓ Official Transcript with the College/University official stamp.
- ✓ Original receipts for tuition expended for course(s).

**Submit the paperwork to the following person through email, interoffice mail or in person.**

Yakima Jackson, Principal
Grover Cleveland Elementary School
388 Bergen Street
Newark, NJ 07108
yakimacasa25@gmail.com

# CASA TUITION REIMBURSEMENT

(Pending Availability of Funds)

## Each course must be indicated separately below. Only undergraduate level courses must be approved in advance.

**Undergraduate Courses – prior approval needed (check box)** ☐

Employee Name:

Empl ID #: Position:

Home Address:

City: State: Zip Code:

College/University:

1. **Course Title:**

Course #: # of Credits: Cost Per Credit: Total:

2. **Course Title:**

Course #: # of Credits: Cost Per Credit: Total:

3. **Course Title:**

Course #: # of Credits: Cost Per Credit: Total:

Requested Tuition Reimbursement Amount: (not to exceed $400 per credit):

I have read the tuition reimbursement guidelines and understand the conditions of approval.

Employee's Signature:

CASA PIF COMMITTEE USE ONLY:

Reimbursement # _____ Undergraduate level courses approved: Yes _____ No _____

Approved for: (amount) $ _____ Date: _____

Signature: _____