

ARTICLE XIII TUITION

REIMBURSEMENT FOR ADVANCED STUDIES

A. Eligibility

Teachers employed in the Fairfield School District and enrolled at a duly authorized institution of higher education approved by the State of New Jersey for the purpose of advanced (graduate) study in their field of education.

B. Reimbursement

For tenured teachers, reimbursement shall be for the cost of tuition and required registration fees at an accredited institution of higher education and shall be limited to a maximum of twelve (12) credit hours per teacher per year at a maximum rate not to exceed the dollar value per credit at State Teacher Colleges (i.e., Montclair State, William Paterson, and Kean College) and shall move on the salary guide accordingly. Further, the total amount of monies from which tuition reimbursement may be drawn for each school year is \$20,000. The allocation of reimbursement shall be twice a year. Fifty (50) percent or \$10,000.00 shall be used for summer and fall course work. All documents needed for summer and fall reimbursement shall be submitted to the district by January 10th. Fifty (50) percent or \$10,000.00 shall be used for spring course work, All documents needed for spring reimbursement shall be submitted by June 1st. In order to be eligible to receive such tuition reimbursement, the following preconditions must be met in all cases:

1. That it remains within the discretion of the Superintendent of Schools and Board of Education to determine that the course taken is relevant and directly related to the individual's teaching assignment within the district.
2. All courses and programs for advanced study and/or certification to be reimbursed under this program will have prior approval of the Superintendent.
3. That, in order to obtain tuition reimbursement, the individual submits an official receipt of the tuition paid.
4. Upon completion of the approved course of study, tenured teachers will receive their reimbursement to the extent of this policy.

5. Entitlements

- a) Non-tenured teachers are not entitled to reimbursement during the first three years of employment.

b.) Non-tenured teachers are entitled to movement on the salary guide for a maximum of three (3) credit hours per teacher per year during the second year of employment. There will be no reimbursement for these credits.

c.) Non-tenured teachers are entitled to movement on the salary guide for a maximum of six (6) credit hours per teacher per year during the third year of employment. There will be no reimbursement for these credits.

d.) Teachers shall become eligible for reimbursement pursuant to this Article XIII, prospectively upon the signing of their fourth year contract. Teachers shall not be entitled to reimbursement retroactively for credits earned prior to acquiring tenure with the District.

e.) The teacher applying for tuition reimbursement shall submit registration for course work on the following timelines. The allocation of tuition reimbursement shall be equally distributed based on course credits taken.

f.) For courses to be taken for the summer, requests shall be made by May 15. For courses to be taken in the fall, requests shall be made by June 15.

g.) For courses to be taken in the spring, request shall be made by November 15.