

**JACKSON TOWNSHIP BOARD OF EDUCATION**

**2018-2019 JEA TUITION REIMBURSEMENT COURSE APPROVAL/REIMBURSEMENT FORM**

**Complete PART I - APPROVAL PRIOR TO REGISTERING FOR CLASSES**

Email the form to: [bguhne@jacksonsd.org](mailto:bguhne@jacksonsd.org)

After approval, this form will be emailed and interschool mailed back to you; register for approved classes.

Retain form to resubmit after successfully completing the classes (grade of B or better) according to the Timeline.

Applicant's Name \_\_\_\_\_ Jackson Location \_\_\_\_\_ School Attending \_\_\_\_\_ Date Submitted \_\_\_\_\_

Timeline	Approval Date	Semester	Proof of Course Due By	Payout
	Prior to 5/1/18	Summer 2018	10/31/2018	Oct. 2019
	Prior to 9/1/18	Fall 2018	2/28/2019	Oct. 2019
	Prior to 1/1/19	Spring 2019	8/31/2019	Oct. 2019

**PART I - APPROVAL**

Courses to be Approved	Credit Hrs.	Course Name	Section #	Semester	Year

I feel the course(s) qualify for reimbursement because (check all that apply)

- This course is part of a matriculated graduate program in education or in my subject area.
- This is a graduate course in subject matter relevant to my certification and/or teaching assignment.

I understand that course descriptions may be requested in order to determine eligibility for reimbursement.

<b>Approval</b>	_____ Approved	_____ Denied
	Nicole Pormilli, Assistant Superintendent	
	Date _____	Denial Reason: _____

\_\_\_\_\_ Emailed & Interschool mailed on: \_\_\_\_\_ Date: \_\_\_\_\_

Complete Part II - **REIMBURSEMENT** after successful completion of the course(s). **YOU MUST ATTACH THE TRANSCRIPT, BURSARS BILL & PROOF OF PAYMENT** for each class that you are seeking reimbursement.

Highlight the course, grade, credit hours, and proof of payment on the attachments.

Return the completed Tuition Approval/Reimbursement form with attachments to [bguhne@jacksonsd.org](mailto:bguhne@jacksonsd.org)

**PART II - REIMBURSEMENT**

<b>Proof of Course</b>	Grade B or Better	Credit Hours	Course Name	Section #	Semester	Year	

I have completed the above courses. I have included the transcript, proof of payment and bursars bill for the courses I am seeking reimbursement for.

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

## JBOE - TUITION REIMBURSEMENT INSTRUCTIONS

### **Before Registering:**

Complete PART I of the Tuition Reimbursement Course Approval/Reimbursement form PRIOR TO REGISTERING for the class.

Submit the Tuition Reimbursement Course Approval/Reimbursement form via email to [bguhne@jacksonsd.org](mailto:bguhne@jacksonsd.org). Attach the course description if available.

The completed PART I of the Tuition Reimbursement Course Approval/Reimbursement form will be acted upon by the Assistant Superintendent.

The original Tuition Reimbursement Approval/Reimbursement form will then be emailed and returned to the applicant and a copy will be kept in the Benefits Department.

### **After Class Work Is Completed:**

Complete PART II of Tuition Reimbursement Course Approval/Reimbursement after successfully completing the course(s).

You must attach the Transcript. The Transcript must include the number of credit hours per course.

You must attach the Bursar's bill.

You must attach proof of payment. The payment must show that you paid for the class.

Only courses with a grade of "B" or better will be eligible for tuition reimbursement.

Submit the Tuition Reimbursement Approval/Reimbursement form with the attachments via email to: [bguhne@jacksonsd.org](mailto:bguhne@jacksonsd.org) according to the timeline listed on the Tuition Reimbursement form.

The Benefits Department will tabulate the total number of eligible credit hours and will determine reimbursement. After Board approval, the Business office will issue checks in October.

Conditions of reimbursement are stipulated in the negotiated agreement between the JEA and Jackson Board of Education and are calculated by dividing the pool of funds agreed upon in the agreement. For July 1, 2017 through June 30, 2020 the pool of money is \$59,277.00 annually.

The actual amount of reimbursement will vary depending upon the total approved credit hours.

As per JEA Contracts, Article XVII -G.,d. - Reimbursement shall be contingent upon the teacher continuing to work for the school district for at least one (1) year following reimbursement for up to twelve (12) credits; for at least two (2) years following reimbursement for up to twenty-four (24) credits; and for three (3) years following reimbursement for the completion of a degree program.

**Any teacher who voluntarily resigns employment in the Jackson School District prior to that time shall be required to refund to the school district monies paid for tuition reimbursement.**