



SOUTH BERGEN JOINTURE COMMISSION

A district whose classrooms are not defined by walls;
whose students are not defined by their classifications.

BOARD OF EDUCATION

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APPROVAL OF GRADUATE COURSE – CERTIFICATED STAFF

(One Form Per Course)

Maximum of 6 credits per school year, prorated for shorter employment period.

Note: You must get approval prior to taking a course for reimbursement.

School Year: _____

Name: _____

Class Assignment/Position: _____ SBJC Campus: _____

College/University Attending: _____

Address: _____

Course Title & Number: _____

Semester (Circle One): Fall Spring Summer I Summer II 20_____
(Year)

Semester Dates: From _____ to _____
(All Summer courses will be counted in the next school year.)

Course Taken: _____
(Day(s) of week) (Time of Class) (Credits)

Total number of credits taken this school year: _____

Letter of matriculation received by Superintendent Yes No

Present Degree Status: BA BA+15 MA MA+15 MA+30 Other

I seek approval for application toward tuition reimbursement**.

Description of Course – To be cut from catalog and pasted in space below or attached:

TUITION REIMBURSEMENT IS LIMITED TO SIX (6) CREDITS PER SCHOOL YEAR, PRORATED.

IT WILL BE MY RESPONSIBILITY TO PRESENT DOCUMENTARY EVIDENCE OF SUCCESSFUL COMPLETION OF THE COURSE TO THE SUPERINTENDENT, IN ORDER TO RECEIVE REIMBURSEMENT. BY SIGNING THIS FORM, I AGREE TO SUBMIT ALL OF THE NECESSARY PAPERWORK FOR REIMBURSEMENT WITHIN THIRTY (30) DAYS OF COMPLETION OF THE COURSE OR I WILL FORFEIT ANY REIMBURSEMENT. (SEE BACK FOR MORE INFORMATION).

Signature of employee Date

THIS BOTTOM SECTION TO BE COMPLETED BY OFFICE

Approved Not Approved _____
Not Approved Supervisor/Principal Signature

Approved Not Approved _____
Not Approved Superintendent Signature

****IMPORTANT:**

An employee can only receive tuition assistance or additional compensation for a course or degree that is related to the employee's current or future job responsibilities. N.J.S.A. 18A:6-8.5. Accordingly, this condition requires the Superintendent to examine the employee's job description and a description of the class or course of study to be taken. With regard to a determination of future job responsibilities, an analysis of the employee's endorsements and other certificates should be made.

The following documentation is required to process tuition reimbursements:

Copy of Grade Report showing a "B" or better

- If online grades are submitted, your signature and date is required on the grade sheet **and** an official transcript must be sent to the Superintendent.

Proof of Payment

- Stamped receipt from the Bursar's Office with your name and the name of the college – it must show the breakdown of tuition and fees **and**
- Canceled check (both sides) **or**
- Copy of credit card statement showing the tuition amount and name on statement (Please black out the account number, balance and other charges.)

Please note: The maximum number of credits for reimbursement is six (6) per school year for anyone starting on September 1. For anyone starting after September 1, the credits will be prorated.