

GOVERNANCE & OPERATIONS

FILE CODE: GO/4131.3R

PERSONNEL
TUITION REIMBURSEMENT/ADVANCE

Tuition Reimbursement Advance Eligibility

To be eligible for tuition reimbursement/advance, a course:

- A. Must be offered by an accredited institution of higher education;
- B. Must be successfully completed with a grade of "C" or better;
- C. Must provide knowledge or skills that will enhance the employee's contribution to the Association in either the employee's present position or any Association position to which the employee aspires;
- D. Staff members must submit tuition reimbursement requests and obtain approval prior to the commencement of the course; and
- E. Staff members who are under a corrective action plan will not be eligible to participate in the tuition reimbursement benefit during the semester in which the corrective action plan is in effect.

Tuition Reimbursement/Advance Request Procedures

Staff members seeking tuition reimbursement/advance shall seek approval from their department prior to commencement of the course.

Staff members will complete the Request for Tuition Reimbursement/Advance form and submit it to their department supervisor. Department supervisors will forward approved tuition requests to the Executive Director. The Executive Director will grant final approval in accordance with established policy and available funds.

Upon successful completion of the course, staff members will submit a copy of transcripts or validated reports from the accredited institution and verification of the tuition cost per credit to Human Resources prior to reimbursement/advancement. Human Resources will forward the documentation to the Budget and Finance Department for processing. Tuition reimbursements/advances will be processed by the normal cash distribution methods. The Association will reimburse the cost of tuition, exclusive of any activity, enrollment, technology or textbook fees imposed by the accredited institution.

Full time permanent employees of the Association are permitted to apply for this benefit.

Tuition Reimbursement/Advance Rate

The maximum per-credit reimbursement rate will be established each year and will be equal to the per-credit tuition charge of a moderately priced institution in New Jersey.

Issued: May 12, 1978

Revised: July 2, 1980
October 6, 2000
March, 2002
October 6, 2006
October 2009

Approved requests will be reimbursed/advanced at the actual per-credit amount, up to the maximum.

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Additional Tuition Assistance From Other Sources

Staff members who receive tuition assistance from entities other than the Association, that is equal to or greater than the Association maximum per-credit assistance rate, will not be eligible to receive tuition assistance from the Association. If staff members receive tuition reimbursement compensation, from entities other than the Association, that is less than the Association's maximum per-credit assistance rate, they will be reimbursed the difference between the other entities' tuition assistance and the Association's maximum per-credit assistance rate. Human Resources shall request staff members to provide proof of other forms of tuition assistance. Human Resources shall submit it, along with all other documentation such as transcripts and verification of the tuition cost per credit, to the Budget and Finance Department for processing. Staff members must provide proof of other forms of tuition assistance prior to being reimbursed/advanced by the Association.

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July 1, 1986
February 13, 1990
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