

Course Approval and Reimbursement Procedures

1. Complete attached application for course approval prior to registration for the course (maximum of 9 credits per year) at the current Rowan University graduate rate per credit.
2. Forward the completed application to the CSA during one of the 2 week periods for approval. Applications will be accepted during 2 week periods starting July 1, September 21, November 1 or May 1.
3. After CSA approval the application will be copied and distributed to the following offices/people:
 - applicant
 - CSA's office
 - business office
4. Upon successful completion of the course a reimbursement form must be completed and signed. These forms are then submitted to the CSA with attached copies of your transcript and receipt of payment (cancelled check or credit card receipt).
5. The aforementioned items will be held for the August Board of Education meeting.
6. Reimbursement shall be made by the August Board meeting. Reimbursement will be made for the first approved course up to the maximum per teacher per course limit set. If there are insufficient funds for full reimbursement of the second course under the maximum District cost, the remaining monies shall be divided equally among all teachers who have a second approved course, but in no case shall an individual's reimbursement be greater than the cost of the course.
7. If you require a contracted salary guide lane change, a form must be completed and submitted to the Chief School Administrator. (please attach a copy of your most recent transcript)

APPLICATION FOR PRIORITY APPROVAL OF COURSES

Staff Member: _____ Date: _____
 District: _____ Current Degree Status: _____
 School Year: _____

All requests for reimbursement are subject to the approval of the Chief School Administrator. Please supply information in sufficient detail and return to the Chief School Administrator's office. Teacher request for course approval will be accepted for a 2 week period starting: July 1, September 21, November 1 and May 1 each year.

Please check: Graduate Course

Course Title	Units or Sem. Hrs.	College/ University	Date of Attend. (M/Y to M/Y)	Tuition Cost Only	Purpose: Certification, Personal Improvement, etc.	Value to District

Reimbursement for approved courses will be made after completion of a reimbursement form with attached copies of your transcript and receipt of payment.

Employee Signature: _____

Chief School Administrator Signature: _____ Date: _____

Copies: CSA Bus. Admin./BS Staff Member

Approved
 Disapproved

Course Reimbursement Form

Staff Member: _____

District: _____

School Year: _____

Course Title	Grade	College/University	Dates of Attendance (M/Y to M/Y)	Tuition Cost

Reimbursement for approved courses will be made the following August after completion of this signed form with attached copies of your transcript, receipt of payment (cancelled check or credit card receipt) and voucher.

Please return to Chief School Administrator

"A teacher who receives reimbursement under Article 12 E and who then leaves the District's employment within one (1) year of the receipt of the reimbursement: except in a retirement situation, a separation due to disability, a reduction-in-force or a non-renewal; shall reimburse the District 100% of that reimbursed amount.

If I leave district employment one year or less from the time of my tuition reimbursement, unless I separate under one of the exceptions listed above, I agree to reimburse the District for 100% of the reimbursed amount. Monies may be withheld from by last paycheck.

Employee Signature _____ Date _____

Chief School Administrator Signature _____ Date _____

Course Approved _____ Reimbursement Approved _____

In accordance with the Woodbury Heights Education Association contract.

CONTRACTED SALARY GUIDE LANE CHANGE

Staff Member: _____

District: _____

Present

Step: _____ Degree: _____ Credits (if applicable): _____

Transcript attached for the following lane change:

Change

Step: _____ Degree: _____ Credits (if applicable): _____

Staff Member Signature

Date

Chief School Administrator Signature

Date