

# Matawan Aberdeen Regional School District

## Personnel Office

## Memo

TO: MAREA Teachers, Clerical and Maintenance Units

FROM: Michael J. Liebmann, Director of Personnel



DATE: May 17, 2022

RE: Tuition Reimbursement Procedure – 2022-2023

- Per state law, only courses that apply to your current or future assignment can be approved for tuition reimbursement.
- All coursework must be submitted to Administration for prior approval by using the Application for Tuition Reimbursement/Authorization for Reimbursement Pre-Approval Form. The form must be submitted before the course begins, and a signed copy will be returned to you.
- In the event more staff requests reimbursements than are available in the budget, then the total amount allotted to tuition reimbursement shall be divided among all applicants for tuition reimbursement.
- Staff enrolled in courses during the summer 2022, fall 2022 and spring 2023 semesters must submit all required paperwork (including their Tuition Reimbursement Voucher) on or before January 15, 2023. Spring transcripts should be submitted as soon as they become available.
- These deadlines are firm and will not be waived, and paperwork must be complete in order to be processed.
- The Board shall confirm the amounts to be paid with the Association no later than February 1.
- Actual reimbursement for summer and fall courses shall be made on or about March 1, 2023 when the Official Transcript (reflecting a grade of B or better), completed Tuition Reimbursement Voucher, Paid Tuition Receipt, including a credit-card statement or cancelled check showing payment was made, has been submitted. In the case of a pass-fail grading system, pass is acceptable. Actual reimbursement for spring courses shall be made by June 30, 2023 assuming all required paperwork is submitted.
- Tuition will only be reimbursed for courses taken from a duly authorized institution of higher learning licensed by the commission of Higher Education or an out-of-state institution by the appropriate state agency and regionally accredited or seeking accreditation by the appropriate accrediting body recognized by the Council on Postsecondary Education or the United States Department of Education. Please visit the NJDOE at [Accreditation \(https://www.state.nj.us/education/license/usaccred.htm\)](https://www.state.nj.us/education/license/usaccred.htm) for more information.
- Tuition maximum reimbursement per employee shall be the cost of a three (3) credit graduate course at the School of Education at Rutgers, The State University.

Thank you for your cooperation.

**Attachments:** Application for Tuition Reimbursement/Authorization for Reimbursement Pre-Approval Form and Tuition Reimbursement Voucher

**MATAWAN-ABERDEEN REGIONAL SCHOOL DISTRICT**  
**Application for Tuition Reimbursement/Authorization for Reimbursement**

Please submit this form to the Personnel Office **prior** to starting your course. At the conclusion of the course, please submit the college or university's original/official transcript (grade B or better), paid tuition receipt/bill/statement of account (including credit card statement or cancelled check showing payment) – **with cost per credit itemized**, Tuition Reimbursement Voucher, and copy of Director of Personnel's approval. **All paperwork is due by January 15, 2023 with the exception of transcripts for spring courses.**

In order to be reimbursed, the signature of the Director of Personnel is required **before** attending the first class.

Name: \_\_\_\_\_ Date Submitted: \_\_\_\_\_

College or University: \_\_\_\_\_

I have verified that this is a regionally accredited college/University: Yes \_\_\_\_\_ No \_\_\_\_\_  
(Visit [Accreditation](https://www.state.nj.us/education/license/usaccred.htm) - <https://www.state.nj.us/education/license/usaccred.htm> - for more information)

Regional Accreditation Association Name: \_\_\_\_\_

Semester: \_\_\_\_\_ Date of First Class: \_\_\_\_\_

Course No. \_\_\_\_\_ Title \_\_\_\_\_ Credit Hours: \_\_\_\_\_

Course No. \_\_\_\_\_ Title \_\_\_\_\_ Credit Hours: \_\_\_\_\_

Total Cost: \_\_\_\_\_  
(Reimbursement subject to amount listed in applicable employee contract)

State how this course relates to and benefits the school district in your current and/or future job responsibilities:

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APPROVED BY: \_\_\_\_\_, Director of Personnel Date: \_\_\_\_\_

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(FOR OFFICE USE ONLY)

Authorization for Reimbursement \_\_\_\_\_  
Voucher Received (by January 15th) \_\_\_\_\_  
Transcript or Grade Report Received (original) \_\_\_\_\_  
Receipt Received \_\_\_\_\_  
Amount Authorized \_\_\_\_\_

APPROVED BY: \_\_\_\_\_, Director of Personnel Date: \_\_\_\_\_

# MATAWAN-ABERDEEN REGIONAL SCHOOL DISTRICT

## Tuition Reimbursement Voucher

NAME: \_\_\_\_\_

CURRENT LOCATION: \_\_\_\_\_

COURSE TAKEN IN THE \_\_\_\_\_ SEMESTER  
(Summer, fall, winter, spring)

DATE(S)	Explanation of Services Rendered	TOTAL
<b>Total Payment</b> -----		

### CLAIMANT'S CERTIFICATION AND DECLARATION

I do solemnly declare and certify under the penalties of the law that the within bill/receipt is correct in all the particulars; that the articles have been furnished or services rendered and stated therein; that no bonus has been given or received by any person or persons with the knowledge of this claimant in connection with the above claim that the amount therein stated is justly due and owing; and that the amount charged is a reasonable one.

SIGN HERE: \_\_\_\_\_ DATE: \_\_\_\_\_

POSITION: \_\_\_\_\_

MY ORIGINAL STATEMENT OF ACCOUNT (PAID RECEIPT) IS ATTACHED:  YES  NO  
 MY ORIGINAL TRANSCRIPT IS ATTACHED:  YES  NO  
 SIGNED AUTHORIZATION FOR REIMBURSEMENT ATTACHED:  YES  NO

.....DO NOT WRITE BELOW THIS LINE.....

PAID RECEIPT ATTACHED:  YES  NO  
 TRANSCRIPT ATTACHED:  YES  NO  
 AUTHORIZATION ATTACHED:  YES  NO

CERTIFICATION OF EMPLOYER

I do hereby certify that I have knowledge of the facts of the above claim and that goods have been received or services have been rendered as stated above.

APPROVED BY: \_\_\_\_\_, Director of Personnel Date: \_\_\_\_\_