



**IRVINGTON PUBLIC SCHOOLS
TUITION REIMBURSEMENT
COURSE PRE-APPROVAL FORM**

Notice: You **must** complete this entire form, as stated below, and submit all supporting documentation **before you begin any course(s)**. Failure to submit a completed form with all supporting documents will result in automatic rejection. If you are a certified staff member, your coursework must be graduate level. This form should be submitted to the Assistant Superintendent for Curriculum and Instruction. You will be notified by e-mail of the approval/rejection status of your application for tuition reimbursement. If approved, you will receive an executed, scanned copy of this form that you must retain for later reimbursement.

Notice FOR MEMBERS OF THE IEA - Teachers ONLY):

Important changes to Article XXIV - In-Service Workshop/Tuition Reimbursement.

- *Effective 07/1/2017, the total annual Tuition Reimbursement amount is now \$150,000.00.*
- *Eligibility for Tuition Reimbursement has increased up to the amount of \$4,500.00 per year.*
- *Effective October 18, 2018, all applications received are subject to a minimum of one year waiting period for payment due to limited funds.*
- ***The signature below indicates that the employee agrees to remain employed with the Irvington School District for (1) one year after completion of the course(s) and receipt of check approved below for payment by the District. Teachers who leave the district within (1) one year after the completion of the course(s) approved below for payment shall reimburse the district 100% of the payment issued by District.***

Employee Name: _____ Title: _____

Grade/Subject: _____ School/Location: _____ Email: _____

Permanent Address: _____

Is this graduate coursework? ____ Yes ____ No Degree: (Bachelor's/Master's PhD)? _____

In what subject area is this degree? _____

Required Course Information: *You must attach the following documents to this request:*

1. **Official Course Description** for each course you intend to take provided by your college or its website. *If you are certified, your course description (or other documents) must identify the course as graduate level.*
2. **Cost Per Credit-** from School Catalog/Online

Semester Date(s)	Institution	Course Number(s) and Title(s)	Credits	Estimated Tuition

I hereby certify that this application is complete and accurate and the course(s) meet the requirements as reflected in the appropriate collective bargaining agreement. I understand a failure to provide the information requested herein or to abide by the collective bargaining agreement will result in automatic rejection of this application.

Employee Signature and Date

Principal/Supervisor Signature

Date

CENTRAL OFFICE USE ONLY

Date Received: _____ Courses: Approved ____ Not Approved ____

Reason for NOT Approving: _____

Signature: _____ Date: _____

Assistant Superintendent for Curriculum **ANTICIPATED YEAR OF PAYMENT:** _____



TUITION REIMBURSEMENT COURSE PRE-APPROVAL FORM

TO: All Staff

FROM: Assistant Superintendent for Curriculum and Instruction

DATE: January 5, 2021

RE: Tuition Reimbursement Application Process

As you continue to learn, grow and develop in the field of Education, an updated process is now in place to assist you in requesting tuition reimbursement.

Step 1. You must obtain pre-approval for any coursework for which you will seek tuition reimbursement from the Irvington Board of Education by completing the Tuition Reimbursement Course Pre-Approval Form.

Step 2. Upon receipt of approval for your coursework, you must register for the course and provide the following to the Assistant Superintendent's Office to supplement your pre-approval application:

- **A TUITION AND FEE SCHEDULE INDICATING THE COST PER CREDIT.** Please be aware that you will only be reimbursed for tuition, **NOT additional fees** assessed by your institution.
- Please also be aware that the Assistant Superintendent's Office will provide a response to your request within thirty (30) calendar days, so it is incumbent upon you to submit your request in a timely fashion to avoid the closing of your class before confirmation of pre-approval. **Finally, incomplete applications will be rejected.**

Step 3. You must successfully complete your coursework, obtain credit for the course, and earn the grade required by your collective bargaining agreement.

Step 4. Upon satisfaction of the requirements in Step 3, you may submit your application for reimbursement of tuition costs. Please consult the Tuition Reimbursement Request Form.

Please be aware that all documents requested therein must be attached to the request or it will be REJECTED.