



PAYMON ROUHANIFARD
SUPERINTENDENT

PROCESS TO OBTAIN TUITION REIMBURSEMENT¹

ELIGIBILITY REQUIREMENTS

- Employed one or more years with the Camden City School District
- NJDOE approved College/University
- Coursework must be relevant to current job assignment

PROCESS

Step 1: GETTING PRE-APPROVAL TO ENROLL

- Submit a fully completed, signed and dated CCSD application at least four (4) weeks prior* to the registration/commencement of the desired class you wish to take for Superintendent Approval. Submit completed application, attention **Tuition Reimbursement**, 8th Floor, 201 N. Front Street, Camden, NJ 08102.
 - ❖ **Applications must state a brief description of course work purpose and/or career benefit**
 - ❖ **Please allow 2-3 weeks for approval processing.**

Step 2: APPROVAL TO ENROLL

- Once application is approved, you will be informed via email with authorization to register/begin class(es)
- Submit a CCSD invoice, tuition bill and Tuition Reimbursement Agreement
- The Office of Business and Finance will create a purchase order
 - ❖ Accounts Payable team will send applicant two (2) copies of the purchase order
 - ❖ Retain one copy for your records, sign one copy and return to:
Accounts Payable 8th Floor, 201 N. Front Street, Camden, NJ 08102

Step 3:

- Upon completion of the course, official transcripts must be sent directly to CCSD, attention **Tuition Reimbursement**, 8th Floor, 201 N. Front Street, Camden, NJ 08102. **Please note: incomplete forms will not be processed.**
 - ❖ A grade of "B" higher is required in order to receive payment**
- Applications and all documentation will be reviewed and applicant will be notified via email of a decision, approximately 2-3 weeks after all documentation has been received.
- If approved, a payment voucher will be issued at least 6-8 weeks after final approval.
- If not approved, communication via email and mail delivery will be provided indicating the reasons for denial.

Notes:

¹Once tuition reimbursement is received, employee must remain active with CCSD for THREE (3) full school years. If an employee separates of their own accord from the district prior to the three (3) years, they will be required to reimburse the district the full amount of tuition reimbursement received.

*CEA Support Staff must submit for Approval to the Superintendent two (2) months prior to the commencement of a course. CEA Professional and Certified Staff must submit for Approval to the Superintendent one (1) month prior to the commencement of a course. School administrators (CCPSA) members must submit for Approval to the Superintendent one (1) month prior to the commencement of a course.

**CEA Support Staff receive a grade of "C" or better to receive tuition reimbursement. CEA Professional and Certified Staff must receive a grade of "C" or better to receive tuition reimbursement. CWA Members must receive a grade of "C" or better to receive tuition reimbursement. CCPSA members must receive a grade of "B" or better to receive tuition reimbursement.

