

MEMORANDUM OF AGREEMENT #11

Pursuant to Article XXX of the negotiations between the Council of New Jersey State College Locals (NJSFT-AFT, AFL-CIO) and the State of New Jersey, Trenton State College and the Trenton State College Local #2364, AFT, hereby agree to the following:

TUITION REIMBURSEMENT PROGRAM

- I. Applications for tuition reimbursement shall be accepted once a year and are to be submitted to the President's Office by June 1 of the preceding year. The employee shall indicate the total of credits to be enrolled in during the summer, fall, and/or spring for which reimbursement is requested. The name of each course shall be included when known.
- II. Applications shall be acted upon by the President in accordance with the principles set forth in the Agreement.
  - A. There shall be three priority levels for determining distribution of available funds:
    1. Employees enrolled in a terminal or graduate degree program related to their areas of teaching or work as approved by the President of the College who have already received tuition reimbursement funds.
    2. Employees enrolled or enrolling in a terminal or graduate degree program related to their areas of teaching or work as approved by the President of the College who have not previously received tuition reimbursement funds.
    3. All other employees enrolling in graduate study necessary to increase expertise in his or her area of teaching or work as determined by the President of the College.
  - B. Available funds shall be distributed in accordance with the following procedure:
    1. Three credits, (or less if requested) to all employees in priority level A.1.
    2. Three credits, (or less if requested) to all employees in priority level A.2.
    3. The above steps, B.1. and B.2., shall be repeated until either, i) the funds have been exhausted, ii) all requests from those in categories A.1. and A.2. have been fulfilled, or iii) the credit hour limit permitted by the Agreement has been reached.
    4. In the event that funds are insufficient to meet all requests within a priority level, the funds shall be proportionately distributed to applicants within that priority level.
    5. In the event that all requests from employees in A.1. and A.2. are met, in accordance with the limitations set forth in the Agreement, remaining funds shall be distributed to employees in A.3. The principle outlined in B.1.2. and 3.

- III. The President shall notify the applicant of the application's disposition on or before June 21 contingent upon support of funding as specified in the Agreement.
- IV. The President will advise employees no later than July 15 of the amount of funds available for tuition reimbursement.
- V. After receiving approval for reimbursement, the employee is responsible for notifying the President's Office in writing if he/she is unable to enroll in or complete the number of credits approved for reimbursement. This will enable the President to review requests that may have been rejected due to lack of funds.
- VI. In order to secure reimbursement, the employee must satisfactorily complete the course of study and submit written proof of payment of tuition and satisfactory completion of the course. The Bursar's receipt and transcript must be submitted to the President as soon as possible.
- A. In the event an incomplete grade or other appropriate academic evaluation is received as a result of doctoral dissertation study, official indication from the institution where such study is being undertaken that satisfactory progress has been made toward the dissertation will serve to meet the contract requirement that approved course work has been satisfactorily completed.
- B. Incompletes in normal graduate course work will be reimbursed upon submission of proof of completion of course work.
- C. Courses for which a failing grade (as determined by the granting institution) or a withdrawal is noted will not be reimbursed.
- For purposes of implementation of the limit of nine credits per year, the year is defined as commencing with the summer session and ending with the spring term.

Signature: 

Date: \_\_\_\_\_

L.S. \_\_\_\_\_  
Arthur M. Steinman  
President  
Local #2364  
Trenton State College

L.S. \_\_\_\_\_  
Robert G. Thrower  
Spokesperson  
Contract Administration Team  
Trenton State College

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- B. Incompletes in normal graduate course work will be reimbursed upon submission of proof of completion of course work.
- C. Courses for which a failing grade (as determined by the granting institution) or a withdrawal is noted will not be reimbursed.
- VII. For purposes of implementation of the limit of nine credits per year, the year is defined as commencing with the summer session and ending with the spring term.

Date: July 30, 1980

Date: August 4, 1980

JEROME GOODKIN

ROBERT G. THROWER

Vice President  
Local #2364  
Trenton State College

Spokesperson  
Contract Administration Team  
Trenton State College