William Paterson University

Tuition Reimbursement Guidelines and
Application for Academic Year 2023 - 2024

Guidelines for completing application for Tuition Reimbursement

Applications may be submitted for up to 12 credits taken and completed between **July 1, 2023 and June 30, 2024.** An applicant may be reimbursed for up to 12 credits per year, and up to 45 credits total in a career. Credits are reimbursed at the cost of $175.00 per credit. Please refer to negotiated contract for details.

Submitting Application(s):

Deadline date: **Wednesday, March 1, 2024.** Please submit one (1) original application to:

Office of the Provost
Raubinger Hall, Room 100
Attn: Sandy Hill
Email: gordonr17@wpunj.edu

William Paterson University
Tuition Reimbursement Application
2023-2024
Courses taken between July 1, 2023 and June 30, 2024
Application Deadline Date: March 1, 2024

1. NAME:_____ DEPT: Tenured (Y/N): _____ _____

    A. Are you presently enrolled in a degree program? (Y/N): _____
    B. If so, date/year degree expected:_____ Degree Program/ University:_____
    C. Have you previously received tuition reimbursement through this program? (Y / N)_____
    D. If so, **total # credits reimbursed to date** (do not include this request): _____

2. Reimbursement is requested for the following courses, by semester and year, which are related to area of teaching/work responsibility: A. Title of Course:

    _____

    College or Institute:_____

    Number of Credits:_____

    Semester **(Fill in year)**: Summer _____ Yr_____Fall _____ Yr _____Spring _____ Yr_____

    B. Title of Course:_____

    College or Institute:_____

    Number of Credits:_____

    Semester **(Fill in year)**: Summer _____ Yr_____ Fall _____ Yr_____ Spring _____ Yr_____

    C. Title of Course:_____

    College or Institute:_____

    Number of Credits:_____

    Semester **(Fill in year)**: Summer _____ Yr_____ Fall _____ Yr_____ Spring _____ Yr_____

3. **Total** number of credits requested at this time: **Total Cost:** $

    _____ _____

4. _____ _____
    (Applicant Signature) **(Date)**

5. _____ _____
    (Department Chairperson, Supervisor or Director Signature) **(Date)**

1. Continuing education units, seminars or audited courses are not eligible for reimbursement.
2. Credits reimbursed may not exceed 12 per year or 45 total career.
3. Credits are reimbursed at the cost of $175.00 per credit.
4. Please submit receipts and transcripts **after** awards have been announced with an ACM.