

William Paterson University Career Development/Tuition Reimbursement Program

FY 25 Career Development Procedures

Career Development applications will be submitted via a Qualtrics Survey

Please submit a separate application (including budget page) for each request.

Link: https://wpunj.qualtrics.com/jfe/form/SV_0rgHS9fWxbIVrUi

All applications must include the following components in the order specified:

1. Project/Activity Information
 - Include the title, dates, duration, and location of the activity.
2. Narrative
 - Provide a clear overview of the activity, including objectives and expected outcomes.
 - Explain how the activity has supported or will support your growth in teaching, research, creative/scholarly work, and/or service.
3. Conference/Research Documentation
 - If presenting a paper, chairing a committee, or engaging in a similar activity, include documentation of the event with your application.
 - For academic disciplines or professional credentials requiring continuing education for certification/recertification, provide:
 - Proof of accreditation requirements.
 - Number of CE credits required.
 - Timeframe for completion.
 - Research Travel:
 - Attach an approved Research Agenda, including a detailed daily itinerary outlining research activities distinct from personal time.
 - Provide evidentiary documentation and supporting materials demonstrating the expected outcomes of the research.
4. Budget
 - You may apply for funding for multiple activities.
 - For overnight travel requests, a Workday Spend Authorization must be submitted prior to travel.
 - All travel must comply with WPU travel policies and guidelines. Reimbursements will follow the WPU Travel Policy.

Submitting Application via Qualtrics Link:

- **Deadline date: March 1st ***
- Questions: Please reach out to Rhonda Gordon at email: gordonr17@wpunj.edu

Dr. Sandra Hill Associate Provost for Academic Affairs

** If March 1st falls on a weekend, the submission deadline will be the following Monday*

William Paterson University

Tuition Reimbursement Guidelines and Application for Academic Year 2024- 2025

Guidelines for completing application for Tuition Reimbursement

Applications may be submitted for up to 12 credits taken and completed between **July 1, 2024 and June 30, 2025**. Employees enrolled in a terminal degree program, graduate degree or certificate program directly related to their areas of teaching or work may receive tuition reimbursement at a rate of \$200 per credit or the actual tuition, whichever is less for up to 12 credits per year, and up to 45 credits total in a career. Please refer to negotiated contract for details.

Submitting Application(s):

Deadline date: March 1, 2025 *. Please submit one (1) original application to:

** if March 1st falls on a weekend, the submission deadline will be the following Monday*

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

William Paterson University
Tuition Reimbursement Application
2024-2025

Courses taken between July 1, 2024 and June 30, 2025

Application Deadline Date: March 1, 2025

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 \$200.00 per credit.
4. Please submit receipts and transcripts after awards have been announced .