



# Public Schools of Edison Township

312 PIERSON AVENUE \* EDISON, NEW JERSEY 08837

## Edison Public Schools Human Resources Tuition Reimbursement Checklist

**In order to receive your tuition reimbursement, you must have the following completed and signed off by Human Resources prior to receiving payment:**

### **Prior to taking the course:**

- \_\_\_\_ 1. The course has been approved prior to registering for the course
- \_\_\_\_ 2. A copy of each course description **from** the College/University is included (must be official, must include that it is a graduate course, must include the name of college/university for that specific term and must be on the copy)

### **Following completion of course:**

- \_\_\_\_ 3. Original grade report reflecting a grade of a B or better must be provided
- \_\_\_\_ 4. Tuition receipt

Once the Human Resources Department receives all documents, the Business Office will process payment. If any items #1-4 are incomplete, this form will be sent back to you.

Human Resources Signature \_\_\_\_\_ Date Completed \_\_\_\_\_