

PEQUANNOCK TOWNSHIP PUBLIC SCHOOLS
Pompton Plains, New Jersey

REQUEST FOR TUITION REIMBURSEMENT

Date _____

Name of Employee

School or Location

Assignment: Grade, Subject, Special Area, etc.

All graduate courses should be pre-approved by the Superintendent. The approvals are needed for tuition reimbursement and also for moving to new levels on the salary guide. Therefore, **it is important to have all graduate courses approved, even if they will not be reimbursed.**

Before taking the course, submit a "Request for Graduate/Other Course Approval" form to your principal. If approved, it will then be forwarded to the Superintendent for approval. One copy will be put in your file, and the others will be returned to your principal and to you.

For reimbursement, upon completion of the approved course, submit the following documentation to the Superintendent's Office:

	✓ Check-off list
Name of Course:	
Grade you received for that course:	<input type="checkbox"/>
Proof of payment (paid receipt or cancelled check)	<input type="checkbox"/>
Official Transcripts (addressed to the Superintendent Office)	<input type="checkbox"/>
Copy of Signed "Request for Graduate/Other Course Approval" form	<input type="checkbox"/>
" Tuition only " amount documented (no other University fees)	<input type="checkbox"/>
Voucher (will be processed after all the above is completed)	<input type="checkbox"/>

