

**PEQUANNOCK TOWNSHIP SCHOOL DISTRICT**  
**Application for Tuition Reimbursement/Authorization for Reimbursement**

Name: \_\_\_\_\_ Date Submitted: \_\_\_\_\_

Current Assignment/School: \_\_\_\_\_ Do you have tenure? \_\_\_\_\_

College or University: \_\_\_\_\_

Semester: \_\_\_ Spring \_\_\_ Summer \_\_\_ Fall \_\_\_ Winter Date of First Class: \_\_\_\_\_

Course No.: \_\_\_\_\_ Title: \_\_\_\_\_ Credit Hours: \_\_\_\_\_

Is this course part of a Master's Program or Doctoral Program? \_\_\_ Yes \_\_\_ No

Is this an online course? \_\_\_ Yes \_\_\_ No

The following documentation from your institution **must be attached** to this application:

1. Detailed course description.
2. Verification of per credit cost. Fees are **NOT** included in reimbursement.

Cost **per credit** hour **not including fees**: \$ \_\_\_\_\_ Total Cost: \$ \_\_\_\_\_

Reimbursement for courses must meet one of the following. Check off one or both and describe.

\_\_\_ Course is related to current responsibilities. Describe in detail.

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\_\_\_ Course is related to future responsibility in current position. Describe in detail.

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Principal Signature: \_\_\_\_\_

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

**For Reimbursement/Salary Guide Movement, the following is required:**

1. Signature of Superintendent prior to attending first class.
2. Completed Request for Tuition Reimbursement form.
3. Copy of cancelled check/receipt.
4. Official transcript with grade sent from institution to Superintendent's Office.

Reimbursement: \_\_\_ Approved \_\_\_ Denied Credit/Guide Movement: \_\_\_ Approved \_\_\_ Denied

Superintendent Signature: \_\_\_\_\_ Date: \_\_\_\_\_