

NAME: _____ SCHOOL: _____ DATE: _____

Check one: _____ I currently hold a BA degree and am enrolled in an approved* MA Program
 _____ I currently hold an MA degree and am taking graduate courses
 _____ I currently hold an MA degree and am enrolled in a second approved* MA or Doctoral program

*Degree programs must have prior approval from the Superintendent

1. Complete items below and send this form to the Human Resource Department at Olcott. After it has been approved, a copy will be returned to you.
2. After the course has been completed, fill out the bottom portion of this form.
3. Tuition reimbursement shall be paid by the Board of Education according to the negotiated agreement Article IX, #3.

This course is offered (check one):

_____ In Person _____ Online _____ Hybrid (in person and online)

College/University _____ Location _____

This institution must be regionally accredited as defined in N.J.A.C. 6A:9-2. Please refer to www.chea.org/search/default.asp, scroll to the bottom of the page and follow the instructions.

Check only one of the following:

_____ Middle States Association of Colleges and Schools _____ Northwest Association of Schools and Colleges
 _____ New England Association of Schools and Colleges _____ Southern Association of Colleges and Schools
 _____ North Central Association of Colleges and Schools _____ Western Association of Schools and Colleges

Course Title (one course per form)	Date Course Begins	Number of Credits	Tuition Cost (per credit)	Total Cost

I understand that if the above course is approved by the Superintendent before I enroll and is satisfactorily completed, I will be eligible for tuition reimbursement provided I have fulfilled the conditions outlined in Article IX, A of the SHEA/Board Agreement. I also understand that a maximum reimbursement of \$75.00 per school year will be allowed for the payment of course related fees and books.

Employee's Signature

Date

Principal's Signature

Date

Superintendent's Signature

Date

REQUEST FOR: _____ TUITION REIMBURSEMENT

After the course has been completed, please submit this portion filled out. Send it with your transcript/grade report showing course was satisfactorily completed, a tuition bill indicating tuition cost separate from fees and expenses, and proof of payment to the Personnel Dept.

Employee's Signature

Date

Principal's Signature

Date

Superintendent's Signature

Date