

MATAWAN-ABERDEEN REGIONAL SCHOOL DISTRICT
Application for Tuition Reimbursement/Authorization for Reimbursement

Please submit this form to the Personnel Office **prior** to starting your course. At the conclusion of the course, please submit the approved/signed copy of this form, the college or university's original/official transcript (Grade B or better or pass for a pass/fail grading system), completed tuition voucher, school statement of account, paid tuition receipt showing payment was made with proof of payment (your credit card statement, cancelled check or loan declaration page showing tuition as paid) – **All paperwork is due by January 15, 2027 with the exception of transcripts for spring courses.**

In order to be reimbursed, the signature of the Director of Personnel is required **before** attending the first class or it will be denied.

Name: _____ Date Submitted: _____

College or University: _____

I have verified that this is a regionally accredited college/University: Yes _____ No _____
(Visit NJDOE/Certification/Verify Accreditation of a College or University)
<https://www.nj.gov/education/certification/usaccred.shtml>

Regional Accreditation Association Name: _____

Semester/Year: _____ Date of First Class: _____

Course No. _____ Title _____ Credit Hours: _____

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Total Cost: _____
(Reimbursement subject to amount listed in applicable employee contract)

Will this coursework result in a Salary Adjustment? If so, in what school year? _____

State how this course relates to and benefits the school district in your current and/or future job responsibilities:

APPROVED BY: _____, Director of Personnel Date: _____

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(FOR OFFICE USE ONLY)

Original/Official Transcript (Reflecting a Grade of B or better or Pass for Pass/Fail Grading System)	_____	Received
Completed Tuition Reimbursement Voucher	_____	Received
School Account Statement Showing Tuition Charged	_____	Received
Paid Tuition Receipt Showing Tuition Paid with Proof of Payment (Credit-card statement, cancelled check or loan declaration page showing tuition as paid)	_____	Received

APPROVED BY: _____, Director of Personnel Date: _____