Instructions for Coursework Approval

1. Submit request form to the Human Resources Department **"Attention: Caitlin Pittala"** for approval.
2. Once a decision has been made by HR on your application, you will receive a signed copy of your application for course approval.
3. Once you have completed your courses, obtain a Request for Reimbursement on the district website or from your Main Office Secretary and submit with required documentation (tuition reimbursement voucher - found on district website, official transcript, and proof of payment).

Please note the following:

- **Courses must be taken at an accredited institution.**
- Courses must be approved prior to registration with college/university.
- Courses must be completed by June 15th of the reimbursement year.
- Request for Tuition Reimbursement and required documents must be submitted to HR by June 30th of the reimbursement year.
- Courses will only be reimbursed up to the Rowan cost per credit (or less if Employee's institution cost per credit is less)
- **Transcripts must meet the following criteria to be accepted:**
  - **Contain institution's seal and registrar's signature for acceptance.**
  - **Physical copies must be sealed upon receipt by HR.**
  - **Electronic copies must come directly from the institution.**

Application for Coursework Approval

Reimbursement Year:

Name:	**Email Address:**
School:	**Position:**

*****Please refer to your contract for the number of courses allowed per school year*****

College/University	Course #	Course Title	Session (Semester / Year)

Check one:

☐ Graduate

☐ Undergraduate

Purpose of Courses:

_____ _____

Employee Signature **Date**

OFFICE USE ONLY		
	Approved	Reason, if rejected:
	Rejected	

_____ _____

Superintendent/Designee Signature **Date**