

PO#

Egg Harbor Township School District

Office of the Director of Human Resources

PHONE: 609-646-7911 ext. 1002 / FAX: 609-601-2794

Secretary/Paraprofessional/Clerk

COURSE REIMBURSEMENT FORM

Staff Member's Name: _____

Present Assignment and School: _____

Date: _____

Reimbursement of previously approved, work-related course(s)

(in order to receive payment, form MUST be received by June 30th of the current school year)

Article XXII Miscellaneous Provisions - Tuition Reimbursement - "Secretaries, paraprofessionals and clerks shall be reimbursed the cost for courses taken that are work-related and are requested in advance of taking such courses and receive the approval of the Superintendent or her designee."

Attached, is the grade report for the following course(s) for which I am requesting reimbursement:

Course	Institution	Semester

I do solemnly declare and certify that the above represents work-related course work which has been successfully completed.

Staff Member's Signature

Date

To be completed by Human Resources:

Course previously approved: YES NO

Grade attached: YES NO

Date of Course approval

Date Processed to Business Office for Payment

Send this completed form with documentation attached to:

Director of Human Resources
District Office - Slaybaugh Primary
13 Swift Drive, Egg Harbor Township, NJ 08234