

Pemberton Township Schools  
**Application for Approval of Coursework**

Reimbursement Year  
\_\_\_\_\_

LAST NAME \_\_\_\_\_ FIRST NAME \_\_\_\_\_ EMAIL ADDRESS \_\_\_\_\_

SCHOOL \_\_\_\_\_ POSITION \_\_\_\_\_

**\*\*PLEASE NOTE THAT ONLY TWO COURSES ARE ALLOWED PER SCHOOL YEAR\*\***

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

**Graduate / Undergraduate (Please Circle)**

Purpose of Courses \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
**DATE**

\_\_\_\_\_  
**EMPLOYEE SIGNATURE**

**\*\*PLEASE NOTE THAT TUITION REIMBURSEMENT WILL ONLY BE MADE WITH PRIOR COURSE APPROVAL\*\***

**\*\*\* OFFICE USE ONLY \*\*\***

**APPROVED** \_\_\_\_\_ **REJECTED** \_\_\_\_\_ **REASON, IF REJECTED:** \_\_\_\_\_

\_\_\_\_\_  
**DATE**

\_\_\_\_\_  
**SUPERINTENDENT OR DESIGNEE**

## **INSTRUCTIONS FOR COURSEWORK APPROVAL**

**\* Please note the following: \***

- **Courses must be approved prior to registration with college/university**
- **Courses must be completed by June 15<sup>th</sup> of the reimbursement year**
- **Request for tuition reimbursement and required documents must be submitted to HR by June 30<sup>th</sup> 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**

1. Submit request form to the Human Resources Department “**Attention: Liz Welsh**” for approval.
2. Once a decision has been made by Human Resources on your application, you will receive a letter notifying you of whether or not you were approved for requested courses.
3. Once you have completed your courses, obtain a Request for Reimbursement on the from 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).