

Pemberton Township Schools

Application for Tuition Reimbursement

LAST NAME _____

FIRST NAME _____

INITIAL _____

DATE _____

SCHOOL _____

POSITION _____

EMAIL ADDRESS _____

1. Were the courses taken as approved? YES NO (circle one)
If not, please explain.

2. Is proof of payment attached? YES NO (circle one)

COURSE #1 Tuition: \$ _____ (COST PER CREDIT) COURSE #2 Tuition: \$ _____ (COST PER CREDIT)

3. Is official transcript attached? YES NO

If not, has official transcript been requested to be sent to PTBOE HR Dept.? YES NO

4. Have you returned your signed voucher? YES NO

I understand that payment will not be made if items #2, #3, and #4 are not completed by the deadline of June 15th.

DATE _____

SIGNATURE _____

*** OFFICE USE ONLY ***

APPROVED _____

REJECTED _____

REASON IF REJECTED: _____

DATE _____

SUPERINTENDENT OR DESIGNEE _____

INSTRUCTIONS FOR REIMBURSEMENT

AFTER COMPLETION OF COURSES

OBLIGATION OF EMPLOYEE:

1. Print out REQUEST FOR REIMBURSEMENT FORM from District Website.
2. Print out and sign Tuition Reimbursement Voucher from Website
3. **Ensure** that an **OFFICIAL TRANSCRIPT** is **ordered** and sent to the Human Resource Department **“Attention Merry”**.
4. To provide the **COST PER CREDIT** for each course. Administrative and miscellaneous fees, books, etc. are **NOT** eligible for reimbursement.
5. To provide **PROOF OF PAYMENT** such as cancelled check, credit card statement, student promissory note, etc., for both courses must be submitted with this form.

Note: Checks will be mailed to your home address during the summer months.

CRITERIA FOR TUITION REMBURSEMENT

A maximum of two courses are eligible for reimbursement. **Courses for reimbursement must end between July 1 and June 30 of the current School Year.**

Reimbursement will be prorated based on the total pool available divided by the total tuition requested. For Example: \$95,000 available 2013-2014 versus \$110,000 requested = $95,000/110,000 = 86.36\%$ of Rowan's rate or university rate, whichever is less.

Reimbursement will be based on the Rowan University graduate and undergraduate rates or the tuition rate of the college attended, whichever is less. Administrative and miscellaneous fees are **NOT** eligible for reimbursement.

SUPPORTING DOCUMENTS MUST BE SUBMITTED WITH APPLICATION TO RECEIVE REIMBURSEMENT PAYMENT.

APPLICANT MUST ATTAIN A GRADE OF:

“C” OR BETTER ON AN A-F SCALE OR

“3” OR BETTER ON A 1-5 SCALE