

Instructions for Reimbursement

AFTER COMPLETION OF COURSES

Obligation of Employee:

- Complete and sign the Tuition Reimbursement Voucher from district website.
- Ensure that an OFFICIAL TRANSCRIPT is ordered and sent to the Human Resources Department.
 - Please have transcripts sent to the following:
 - MAIL: Pemberton Township Schools Department of Human Resources
Attn: Alyssa Alvarez
P.O. Box 228
Pemberton, NJ 08068
 - EMAIL: aalvarez@pemb.org

*****PLEASE NOTE THAT TRANSCRIPTS MUST INCLUDE COLLEGE SEAL AND REGISTRAR'S SIGNATURE*****

- **Cost Per Credit:** Please note that administrative and miscellaneous fees, books, etc. are NOT eligible for reimbursement. Please include the cost per credit and total cost of the credits.
- **Proof of Payment:** Please provide one of the following: cancelled check, credit card statement, student promissory note, etc. for all courses.
- ***Please provide a print out from your institution that shows the tuition rates that are comparable to the classes you are taking.***

CRITERIA FOR TUITION REIMBURSEMENT

Please refer to your contract for the number of courses eligible for reimbursement per school year (**courses must be completed by June 15th**).

Reimbursement will be prorated based on the total pool available divided by the total tuition requested.

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.

Please note that the Applicant must attain a minimum grade of: "C" on an A-F scale or "3" on a 1-5 scale. PTPAA members must attain a minimum grade of a B.

ALL DOCUMENTS MUST BE RECEIVED BY JUNE 30TH OF THE REIMBURSEMENT YEAR

Application for Tuition Reimbursement

Name:	Email Address:
School:	Position:

Approved Courses:

College/University	Course	# of Credits	Cost Per Credit	Total Cost	Date of Completion
			\$	\$	
			\$	\$	
			\$	\$	

If courses were not approved, please explain:

Are the following documents included with this application?

Document	Attached?	If not attached, please explain
Voucher	☐ Yes ☐ No	
Transcript	☐ Yes ☐ No	
Proof of Payment	☐ Yes ☐ No	

I understand that reimbursement will not be made if the above items are not received by June 30th of the reimbursement year.

Employee Signature

Date

OFFICE USE ONLY		
☐	Approved	Reason, if rejected:
☐	Rejected	

Superintendent/Designee Signature

Date