



WATCHUNG BOROUGH SCHOOL DISTRICT

GEORGE P. ALEXIS
SUPERINTENDENT

RICHARD PEPE
BUSINESS ADMINISTRATOR

NICOLE DITOTA
DIRECTOR OF SPECIAL SERVICES

Request for Tuition Reimbursement

To: Superintendent

From: _____

Date: _____

Subject: Request for Tuition Reimbursement

I respectfully request that the following course or courses, which I intend to take for credit, at _____ from _____ to _____ be considered for tuition reimbursement by the Board of Education as authorized in its current budget. It is my belief that skill, methods, and understandings learned from this course will make me better able to serve Watchung Borough Students.

Course No.	Graduate or Undergraduate	Title of Course	Towards Masters Degree	Credits	Tuition Per Credit	Total Tuition

Upon completion of the course(s), the teacher will submit proof of payment for the course(s) in the form of a canceled check or college bursar's receipt. **If a copy of the check is used as proof, both sides must be copied when submitted.** Also, it is necessary to submit proof of successful completion of the course to award the amount claimed. A transcript, a report card or a letter from the college stating that fact is acceptable. **Claim for payment must be submitted during the semester period following completion of the course. Reimbursement will not be allowed without prior approval from the Superintendent.** Total reimbursement is limited to the cost of the credits (at a maximum of the Rutgers rate). When verified by an original receipt, the cost of up to \$100 of required materials for the course (textbook) will be reimbursed. Other college fees are not reimbursable.

The tuition rate charged by the N.J. public institutions shall be the amount allowed. Teachers may receive reimbursement for twelve (12) credits per fiscal year (July 1-June 30) per teacher with a maximum of six credits per semester and a maximum of twelve credits during the summer. Summer courses are defined as commencing after the end of the school year. In order to qualify for reimbursement, a teacher must be on the staff the semester after the course is completed. Please refer to Article XIII-Professional Improvement in the CBA for complete eligibility information.

Information on the tax impact of tuition reimbursement payments can be found in Internal Revenue Service publication 508.

Teacher Signature: _____

Amount Approved: _____

Recommended: _____

Not Recommended _____

Superintendent Signature: _____

Date: _____

The Superintendent authorizes tuition reimbursement by the Board of Education.