

WINSLOW TOWNSHIP BOARD OF EDUCATION & WTEA
 APPROVAL OF EDUCATION COURSES
 AND
 REQUEST FOR COURSE REIMBURSEMENT
 (Secretary/Clerical, Transportation)

The Board of Education will reimburse **support staff members (Secretarial/Clerical, Transportation)** for courses, approved in advance by the Superintendent of Schools, up to a maximum, per fiscal year, of **\$1,464**. This may include tuition and required course material, including a test. **All courses must be approved prior** to the start of the semester. **Attach a copy of the course description** along with this application.

Approval of Course

Name: _____ School/Department: _____

Position: _____ Date Request Submitted: _____

Home Address: _____

College/University	Dates of Attendance	Name of Course	Semester (Circle)
1.			Summer Fall Winter Spring
2.			Summer Fall Winter Spring
Estimated Tuition/Textbooks Costs:			\$

Signature of Superintendent of Schools: _____

Approved: _____ Denied: _____ Date: _____

Reason for Denial: _____

Request for Course Reimbursement

(Complete section below and return to the Office of the Superintendent after successful completion of each class)

I understand that the reimbursement will be made to staff members that have been previously approved and successfully completed the course. I also understand that reimbursement shall be based upon the furnishing of an **Official Transcript (with raised seal)** upon completion of the course(s). Attached are the proper receipts and/or cancelled checks. ***All vouchers for reimbursement must be submitted/charged in the same fiscal year in which courses were taken.**

Costs:	Number of Credits Earned	Signature:	
Tuition:		Date:	
Textbooks:			
Total Cost:			

Note - Any unit member who receives tuition reimbursement must remain in the district two years after receiving reimbursement, or must refund the monies received in the aforesaid two-year period prior to separation. This requirement to return tuition funds will be waived if the employee retires pursuant to a disability retirement.