

WINSLOW TOWNSHIP BOARD OF EDUCATION & **WTEA**  
 APPROVAL OF EDUCATION COURSES  
 AND  
 REQUEST FOR COURSE REIMBURSEMENT  
 (TEACHERS)

The Board of Education has a policy for encouraging **Teachers** to attend school to improve their professional skills. Under this policy, the Board will reimburse returning faculty members, for courses approved by the Superintendent of Schools, up to a maximum, per fiscal year, of **\$2,440**. 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: \_\_\_\_\_ Position: \_\_\_\_\_

School/Department: \_\_\_\_\_ 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
<b>Estimated Tuition/Textbooks Costs:</b>			<b>\$</b>

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 **Teachers** 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). Listed below are my final costs and 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 1** - I understand that any in-district courses taken which may be charged to my "Tuition Reimbursement Account" may affect the amount of the requested reimbursement.

**Note 2** - 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.