

**PARSIPPANY-TROY HILLS TOWNSHIP SCHOOLS**  
**TUITION AID - REIMBURSEMENT REQUEST**

1. **Graduate Courses**, related to the employee's function in the school district, **APPROVED IN ADVANCE**. Please attach a copy of the college catalogue description and graduate course code. **FAILURE TO REQUEST APPROVAL FOR TUITION REIMBURSEMENT PRIOR TO THE START OF THE COURSE(S) SHALL RESULT IN FORFEITURE OF REIMBURSEMENT FOR THE COURSE(S) IN QUESTION.**
2. Applicable to contracted employees who are not on sabbatical leave or any other extended leave of absence.
3. Successful completion of the course(s) and submission of (official) transcript or grade card.
4. Up to a maximum of twelve (12) graduate credits taken in any one year (July 1st through June 30th).
5. Reimbursement shall be at the rate of one half the actual per credit rate for the course(s) taken, not to exceed one-half of the resident graduate rate at Rutgers University.
6. Reimbursement shall be made after the conclusion of each semester provided the individual has complied with the procedures indicated above. Failure to comply with procedures shall result in payment being delayed until the conclusion of the following semester.
7. **PLEASE NOTE: ONLY ONE COURSE PER FORM.**

NAME \_\_\_\_\_ SCHOOL \_\_\_\_\_

DATE \_\_\_\_\_ SEMESTER \_\_\_\_\_ YEAR \_\_\_\_\_ COURSE # \_\_\_\_\_

TITLE \_\_\_\_\_ NUMBER OF CREDITS \_\_\_\_\_

COLLEGE \_\_\_\_\_

ARE YOU ENROLLED IN A MASTER'S PROGRAM? (CHECK ONE) \_\_\_\_\_ (YES) \_\_\_\_\_ (NO)

IS THERE A THIRD PARTY AFFILIATED WITH THIS COURSE SUCH AS THE PROFESSIONAL DEVELOPMENT INSTITUTE (PDI), LEARNER'S EDGE, ETC? (CHECK ONE) \_\_\_\_\_ (YES) \_\_\_\_\_ (NO)

COURSE APPROVED \_\_\_\_\_ COURSE DENIED \_\_\_\_\_ ASST. SUPERINTENDENT \_\_\_\_\_

College/University accredited by:

- \_\_\_\_\_ Middle States Association of Colleges and Middle States Commission on Higher Education
- \_\_\_\_\_ New England Association of Schools and Colleges Commission on Institutions of Higher Education
- \_\_\_\_\_ North Central Association of Colleges and Schools of The Higher Learning Commission
- \_\_\_\_\_ Northwest Commission on Colleges and Universities
- \_\_\_\_\_ Southern Association of Colleges and Schools Commission on Colleges
- \_\_\_\_\_ Western Association of Schools and Colleges

FOR OFFICE USE ONLY

CREDITS X \_\_\_\_\_ ÷ 2 = \_\_\_\_\_

TUITION RATE \*      REIMBURSEMENT

APPROVAL FOR REIMBURSEMENT \_\_\_\_\_

(Signature) Asst. Superintendent of HR

Date

PLEASE NOTE: \*A copy of the actual tuition bill for the course submitted for reimbursement is required.