SOMERSET PUBLIC SCHOOLS and BERKLEY REGIONAL SCHOOL DISTRICTS
APPLICATION FOR TUITION REIMBURSEMENT

Somerset Public Schools and Somerset Berkley Regional School District members shall be entitled to tuition reimbursement of $2,750 for the term of the current year **(9/1/15 to 8/31/17)**, not to exceed $1,500 per contract year. The course must be consistent with the employee's individual professional development plan or with his/her efforts to acquire a provisional with advanced standing certification or a standard certification.

THE COURSE MUST BE APPROVED IN ADVANCE BY THE SUPERINTENDENT

The course must be one of the following:

1. Upper-level or approved equivalent or lower-level undergraduate course.
2. Upper-level undergraduate course or approved equivalent (only when substantially new to the employee); or
3. Graduate-level or approved equivalent.

A grade of 80 or better must be attained, or a pass in a course offered only on a pass/fail basis.

TO APPLY FOR REIMBURSEMENT:

1. Fill out the lower portion of **this form** and **attach a course description.** This must be submitted prior to the start date of the course.
2. Submit this form to Central Office for the Superintendent's approval. (you will receive a copy of this form with the Superintendent's signature; retain this copy for your records.) After you have received the approval, a purchase order must be submitted.

These forms are to be completed and submitted to Central Office *prior to the start of the course.*

For any course ending before June 30 of the current year, you MUST have submitted the appropriate forms (listed above) by MAY 15th of the current year. If you do not submit these forms by May 15th, it will not be possible to reimburse you.

*****Date of Course: You MUST complete the course within two months of the "Date of Course" listed below. If you do not complete the course within these two months, you must submit a new application for the course listed.**

3. Upon completion of the course, submit:
   - An original (a copy or fax is not acceptable) receipt/proof of payment from the college showing:
     - Student name
     - Course number/name
     - Total cost of the course
     - Payment made, reflecting a balance owed of $0
   - Original Receipt for Books/Supplies (if applicable)
   - Official College Transcript or *Certified* Grade Report
   - Voucher; and
   - Receiving copy of the purchase order.

Reimbursement shall be received by the employee no later than (30) days after receipt of the documents specified above. Failure to submit the correct documentation will only delay the processing of your request.

Employee Name:_____ **Position/School:** _____

College or University Issuing Credits:_____ **Cost** _____

Name of Course: _____ **Course Number:**_____

Exact Dates of Course:_____ **Semester/Academic Year**_____

_____
Signature of Employee

_____
Signature of Superintendent

_____
Signature of Principal

_____
Signature of Director of Curriculum and Assessment

Date:_____

Date:_____

Revised 6/10/15