

EDGEWATER PARK SCHOOL DISTRICT
Office of the Superintendent
(609) 877-2124

**COURSE APPROVAL
FOR
TUITION REIMBURSEMENT**

In order to insure reimbursement for graduate credits, this request **MUST** first be submitted to and approved by the Superintendent of Schools.

This procedure needs to be completed PRIOR to registration.

YOUR NAME: _____

OF CREDITS: _____

COURSE TITLE(S): _____

COURSE # (S): _____

COURSE DESCRIPTION(S): _____

COLLEGE / UNIVERSITY: _____

COST PER GRADUATE CREDIT: _____ SEMESTER: _____

Approved: Yes _____ No _____

Superintendent's Signature

Date

Once you successfully complete the course, please submit:

- proof of payment (i.e., cancelled check, credit card statement, receipt from college) and,
- transcript of grade

Tuition reimbursement is based on **100%** of a **Rutgers Graduate credit**:

For the 20__ - 20__ school year, reimbursement is \$ _____ per graduate credit. .

**THIS PORTION OF THE FORM WILL BE COMPLETED BY THE SUPERINTENDENT'S OFFICE
WHEN REIMBURSEMENT IS REQUESTED:**

These additional credits place me on the guide at: _____ + _____. (actual #: _____)

Teacher Signature: _____

Date: _____