

Pemberton Township Schools
Application for Tuition Reimbursement

Reimbursement Year _____

LAST NAME _____	FIRST NAME _____	EMAIL ADDRESS _____
SCHOOL _____	POSITION _____	

Approved Courses:

College/University	Course	# of Credits	Cost per Credit	Date of Completion
			\$	
			\$	

If courses were not approved, please explain:

Are the following documents included with this application?

Document	Attached?	If not attached, please explain
Voucher	Yes / No	
Transcript	Yes / No	
Proof of Payment	Yes / No	

I understand that reimbursement will not be made if the above items are not received by June 30th of the reimbursement year.

DATE

EMPLOYEE SIGNATURE

*** OFFICE USE ONLY ***			
<p style="color: red; text-align: center;">APPROVED _____</p>	<p style="color: red; text-align: center;">REJECTED _____</p>	<p style="color: red; text-align: center;">REASON, IF REJECTED: _____</p>	
		<p style="color: red; text-align: center;">_____ DATE</p>	<p style="color: red; text-align: center;">_____ SUPERINTENDENT OR DESIGNEE</p>

INSTRUCTIONS FOR REIMBURSEMENT

AFTER COMPLETION OF COURSES

OBLIGATION OF EMPLOYEE:

1. Complete and sign Tuition Reimbursement Voucher from district website
2. Ensure that an OFFICIAL TRANSCRIPT is ordered and sent to the Human Resource Department.
Please have transcripts sent to either of the following:

**** PLEASE NOTE THAT TRANSCRIPTS MUST INCLUDE COLLEGE SEAL AND REGISTRAR'S SIGNATURE**

MAIL: Pemberton Township Schools Department of Human Resources

Attn: Liz Welsh

P.O. Box 228

Pemberton, NJ 08068

EMAIL: ewelsh@pemb.org

3. **COST PER CREDIT** – Please note that administrative and miscellaneous fees, books, etc. are NOT eligible for reimbursement. Please only include the cost per credit (tuition amount ÷ total number of course credits for semester)
4. **PROOF OF PAYMENT** – Please provide one of the following: cancelled check, credit card statement, student promissory note, etc., for both courses

Note: Checks will be mailed to your home address during the summer months.

CRITERIA FOR TUITION REMBURSEMENT

A maximum of two courses (must be completed by June 15th) are eligible for reimbursement per school year.

Reimbursement will be prorated based on the total pool available divided by the total tuition requested. For Example: \$105,000 available 2018-2021 versus \$120,000 total requested by employees = $\$105,000 \div \$120,000 = 87.5\%$ of Rowan's rate or university rate, whichever is less.

Reimbursement will be based on the Rowan University graduate and undergraduate rates or the tuition rate of the college attended, whichever is less. Administrative and miscellaneous fees are NOT eligible for reimbursement.

ALL DOCUMENTS MUST BE RECEIVED BY JUNE 30TH OF THE REIMBURSEMENT YEAR

PLEASE NOTE THAT APPLICANT MUST ATTAIN A MINIMUM GRADE OF:

“C” on an A-F scale

“3” on a 1-5 scale