

PO#

**Egg Harbor Township School District**  
Office of the Director of Human Resources  
PHONE: 609-646-7911 ext. 1022 / FAX: 609-601-2794  
**Secretary/Paraprofessional/Clerk**

**COURSE REIMBURSEMENT FORM**

Staff Member's Name: \_\_\_\_\_

Present Assignment and School: \_\_\_\_\_

Date: \_\_\_\_\_

**Reimbursement of previously approved, work-related course(s)**  
(in order to receive payment, form MUST be received by June 30, 2019)

**Article XXII Miscellaneous Provisions - Tuition Reimbursement** - "Secretaries, paraprofessionals and clerks shall be reimbursed the cost for courses taken that are work-related and are requested in advance of taking such courses and receive the approval of the Superintendent or her designee."

Attached, is the grade report for the following course(s) for which I am requesting reimbursement:

Course	Institution	Semester

I do solemnly declare and certify that the above represents work-related course work which has been successfully completed.

\_\_\_\_\_  
Staff Member's Signature

\_\_\_\_\_  
Date

**To be completed by Human Resources:**

Course previously approved:       YES       NO  
Grade attached:                       YES       NO

\_\_\_\_\_  
Date of Course approval

\_\_\_\_\_  
Date Processed to Business Office for Payment

**Send this completed form with documentation attached to:**

Director of Human Resources  
District Office - Slaybaugh Primary  
13 Swift Drive, Egg Harbor Township, NJ 08234