

PO#

Egg Harbor Township School District

Office of the Director of Human Resources

PHONE: 609-646-7911 ext. 1022 / FAX: 609-601-2794

CERTIFIED STAFF

GRADUATE COURSE REIMBURSEMENT FORM

School Year

Staff Member's Name: _____

Present Assignment and School: _____

Date: _____

Reimbursement of previously approved Graduate Course work
(in order to receive payment, form MUST be received by June 30, 2019)

As per the agreement between the Egg Harbor Township Board of Education and the Egg Harbor Township Education Association, I am requesting reimbursement, at the rate of \$500.00 per course, per semester, for graduate studies that were previously approved and successfully completed.

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 graduate level course work at a fee of up to \$500.00, 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