

TRENTON BOARD OF EDUCATION HUMAN RESOURCES DEPARTMENT

Course Pre-Approval and Tuition Reimbursement Forms For **NON-TEA MEMBERS**

(Please copy forms as needed)

COURSE PRE-APPROVAL FORM

- a. All staff seeking Tuition Reimbursement/payment must complete the Course Pre-Approval form two weeks prior to taking course(s).
- b. Supervisor/School Principal must sign the Course Pre-Approval form before submitting it to the Human Resources Department for pre-approval.
- c. Submit your Course pre-approval form(s) with a copy of your course description(s) to Human Resources
- d. You will be informed via e-mail for your approval/disapproval of course(s) by Human Resources

COURSE RE-IMBURSEMENT FORM

When submitting your Tuition Reimbursement form to Human Resources for processing, please attach:

- The Tuition Reimbursement Form, page 3 of this packet.
- Your final grade or transcript and;
- A bill/receipt for tuition paid on the school's letterhead showing the amount paid for tuition.

The Human Resources Department will forward your course reimbursement form and attachments to the Purchasing Department for processing. The Accounts Payable Department will email or mail the purchasing order to the employee. Please do not send it to the Human Resources Department for payment.

TO AVOID ANY DELAY IN RECEIVING YOUR REIMBURSEMENT, PLEASE ATTACH ALL REQUESTED INFORMATION.

If you have any questions, please contact your School HR Generalist.

TRENTON BOARD OF EDUCATION NON-TEA TUITION REIMBURSEMENT PRE-APPROVAL FORM

(Pre-Approval and Reimbursement for Educational Improvement Request for Courses related to the pursuit of a career in the public school system)

Name: _____ Date: _____

Building: _____ Signature of Administrator: _____

I request approval to enroll in: ***(PLEASE USE ONE FORM PER SEMESTER)***

Tuition Cost: \$ _____ Year: _____ Semester: Summer _____ Fall /Winter _____ Spring _____

Start Date: _____ at _____
course number/title credits college or university

Tuition Cost: \$ _____ Year: _____ Semester: Summer _____ Fall /Winter _____ Spring _____

Start Date: _____ at _____
course number/title credits college or university

Tuition Cost: \$ _____ Year: _____ Semester: Summer _____ Fall /Winter _____ Spring _____

Start Date: _____ at _____
course number/title credits college or university

Course Description: (MUST ATTACH COPY OF DESCRIPTION)

How do these courses relate to your employment? Explain. (MUST BE COMPLETED FOR PROCESSING)

Conditions for Reimbursement

1. Reimbursement shall be made on evidence of satisfactory completion of the course.
2. Reimbursement by the Board shall be in compliance with the appropriate contract stipulation.

I do solemnly declare and certify under the penalties of the law that the within bill is correct in all of its particulars; that the amount herein stated is justly due and owing and the amount charged is a reasonable one.

Employee's Signature

Title

(For Office Use Only)

Human Resources:

Approved _____

Disapproved _____

Comments: _____

Date: _____

Signature: _____

TRENTON BOARD OF EDUCATION NON-TEA TUITION COURSE REIMBURSEMENT

Name: _____ Date: _____

Position: _____ Location: _____

Course Number and Title(s):

Credits: _____

Credits: _____

Credits: _____

Learning Institution: _____ Semester: _____

Amount of Tuition: _____

The following documents are required to be submitted and attached to this form:

- Pre-Approval and Reimbursement Forms
- Final Grade Report or Transcript
- Typed Receipt of Evidence of Payment (name, institution and year must be included)

FOR OFFICE USE ONLY:

Reviewed by: _____

Approved by: _____ Date: _____

Completion Evidence: Yes _____ No _____ Amount Approved: \$ _____ Payment Evidence: Yes _____ No _____ Date
Sent to Business Office: _____