

**Egg Harbor Township School District**  
**Office of the Director of Human Resources**  
**Phone: 609-646-7911 ext. 1022 / Fax 609-601-2794**

**GRADUATE COURSE APPROVAL FORM – 2017-2018**

Effective July 1, 2007, as per the agreement between the *Egg Harbor Township Board of Education and the Egg Harbor Township Education Association*. This pool of funds is set aside for graduate courses, payable up to \$500 per course, on a first come, first serve basis.

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

Home Address: \_\_\_\_\_

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

Accredited Institution Providing the Course: \_\_\_\_\_

**Physical evidence of cost and instructional level (graduate) of the course(s) must be attached. All courses must be approved, in writing, before registration.**

Name and Catalogue Number of Graduate Level Course(s):	Dates and Time of the Course

**Briefly explain how this course is designed to improve your knowledge and /or skills and its relationship to your assigned duties:**

\_\_\_\_\_

\_\_\_\_\_

\*\*\*\*\*

**Office Use Only: PLEASE DO NOT WRITE BELOW THIS LINE:**

Amount per Course			Total
			\$
			Amount Approved

Vendor Code #: \_\_\_\_\_ Ref #/ Acct #: 11-000-291-280-89-10 PO# \_\_\_\_\_

\_\_\_\_\_  
 Director of Human Resource's Approval \_\_\_\_\_  
 Date: