

Egg Harbor Township Public Schools

Graduate Course Reimbursement (2017-2018)

To: Dr. Carolyn Gibson, Director of Human Resources

From: _____

Building/Location: _____

Date: _____

Re: Reimbursement of Previously Approved Graduate Course Work
In order to receive payment, form must be received by June 30, 2018.

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 please find the **grade report** for the following course 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

TO BE COMPLETED BY: Human Resources:

Course(s) previously approved: ___ Yes ___ No

Grade report(s) attached: ___ Yes ___ No

Date of Course (s) Approval: _____

Processed to Business Office for Payment Date: _____