

Egg Harbor Township Public Schools
Secretary/Paraprofessional/Clerk Course Reimbursement (2017-2018)

To: Dr. Carolyn Gibson, Director of Human Resources

From: _____

Building/Location: _____

Date: _____

Re: Reimbursement of Previously Approved Work-Related Course(s)
In order to receive payment, form must be received by June 30, 2018.

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 his designee.”

Attached, please find 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

TO BE COMPLETED BY: Human Resources:

Course previously approved: _____ Yes _____ No

Grade attached: _____ Yes _____ No

Date of Course Approval: _____

Processed to Business Office for Payment Date: _____