

RUTHERFORD PUBLIC SCHOOLS
RUTHERFORD, NEW JERSEY 07070

TUITION REIMBURSEMENT

I wish to be reimbursed for a graduate level course taken from July 1, 2023 to June 30, 2024.

All reimbursements for the school year July 1, 2023 through June 30, 2024 must be received in the Superintendent's Office no later than JUNE 1, 2024.

I have attached the following:
(please check)

_____ copy of Approval of Course form

_____ **BILL FROM THE COLLEGE OR UNIVERSITY - THE BILL MUST
BE BROKEN DOWN TO SHOW THE ACTUAL CHARGE FOR TUITION SEPARATE FROM
OTHER FEES - CREDIT CARD RECEIPT IS NOT ACCEPTABLE**

_____ an official report card or official transcript with a grade of "B" or better

_____ copy of requisition form (please ask clerical/secretarial personnel that have CSI access to enter this requisition and provide a copy of it)

I certify that I am a *tenured* teacher in the Rutherford Public Schools, and *I was a tenured teacher at the time I took the course* for which I am applying for tuition reimbursement.

Signature

FOR OFFICE USE ONLY:

We are unable to process your application and are returning same to you for the following reason(s) check below:

_____ no Requisition form

_____ no Approval of Course form

_____ no bill from college or university

_____ bill from the college or university is not broken down

_____ no official report card or official transcript

_____ "B" average not maintained

_____ not a tenured teacher