



NUTLEY PUBLIC SCHOOLS  
Nutley, New Jersey

**TUITION REIMBURSEMENT FORM**

**Read Article XXI, Section C, Third Paragraph of the Agreement between the Nutley Board of Education/Education Association of Nutley.**

Tuition Reimbursement Form should be submitted to Human Resources **within two weeks of the start** of the course. After course completion, please submit the final grade (minimum "B") and proof of payment for reimbursement.

Name \_\_\_\_\_

School \_\_\_\_\_

Grade and Subject Area \_\_\_\_\_

Course # and Title \_\_\_\_\_

Institution where given \_\_\_\_\_

Catalog Description of Course \_\_\_\_\_

Reason for taking the course (i.e.: certification, advanced degree, other) \_\_\_\_\_

Dates of course      From                      To

Will Graduate credit be given?              Yes              No

Number of Credits              x              =

Have you taken this course before?              Yes              No

Will completion of these credits qualify you for a change in training level?  
Yes              No              If yes, New Level

APPLICANT'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

\_\_\_\_\_ Approved

\_\_\_\_\_ Not Approved

\_\_\_\_\_  
Superintendent of Schools

\_\_\_\_\_  
Date