Please Submit to Human Resources

PARAMUS PUBLIC SCHOOLS PARAMUS, NEW JERSEY

IMPORTANT! Attach required documentation.

REQUEST for REIMBURSEMENT of TUITION for APPROVED COURSES

Name:		School:			Date Submitted:				
Home Adda	ress:						Zip:		
* * *		CLAIMANT'S SIGNEI cify under the penalties of the urnished or services rendered sons within the knowledge o	* * * * * DECLARAT law that the with as stated there f this claimant in	* * * * TION hin bill is c in; that no n connection	orrect in a bonus had on with th	* * all its pa	rticulars;	*	* *
	Staff Member (signature):				Date:				
* * *	* * * * * * * * *	* * * * * * * *	* * * * *	* * * *	* * *	* *	* * *	*	* *
APPROVE	ED COURSES:								
	e(s):iversity:								
	ate(s) Taken ¹ :								
	ceived ² :			Reimburse		quested	³ : \$		
Attached D	Ocuments: Origina	l Invoice(s) ⁴ Cop	y of Approved	d Course o	r Propos	sed Pla	n Approv	al F	orm(s)
	lopy of Transcript(s) or Reco								
Signature	of Principal/Supervisor	Date	Signature of	Superinter	ndent/Des	signee		Dat	e
		(This section for Board	Office use only	·.)					
Check #:									

IMPORTANT: All requests for reimbursement must be received by the deadline of June 15th.

For classes completed after July 1, 2013: Request must be submitted by June 15th of the fiscal year in which the course is completed.

(Any requests received after the June 15th deadline shall be deemed as having been submitted during the subsequent fiscal year.)

- 1. Specific start and completion dates are required (just season and year are not sufficient).
- 2. If grade is not available for submission to Human Resources by June 30th, request will be held over to subsequent year.
- 3. Request for reimbursement may be submitted for tuition only (no other fees or expenses).
- 4. Original invoice must show cost of tuition, aside from any other fees or expenses.