



**LINDEN PUBLIC SCHOOLS
OFFICE OF SUPERINTENDENT**

Tuition Reimbursement

HR Office Use Only:

	Approved for study		Not approved for study
	Approved for reimbursement		Not approved for reimbursement
	Approved for degree change		Not approved for degree change

Name: _____ Hire Date: _____ School: _____

Year: _____ Semester: _____

College/University Attending: _____

Graduate Program of Study: _____

Accredited Through: _____

I anticipate my degree to be conferred or credit completed by (month/year) _____

Reason for study: How is this relevant to your practice? _____

COURSE NAME/COURSE NUMBER	NO. OF CREDITS	MASTER'S DEGREE/MA+30	COST PER CREDIT	TOTAL TUITION

CONTINGENT UPON CERTIFICATION OF SATISFACTORY COMPLETION OF COURSE

Approval of Study form must be completed first. If you are requesting to be considered for reimbursement, it must be in adherence with contractual language.

Please review contract before submitting. It can be found in Article XXX on page 46-48 of the negotiated agreement.

Please Note:

- **Due Dates: Fall Semester (September 30th); Winter/Spring Semesters (February 15th); Summer Semester (July 15th)**
- The maximum number of credits for which reimbursement will be made shall be six (6) credits in any semester, but in any event, not more than twelve (12) credits in any contract year (July 1 – June 30). Summer semester credits shall be exempt from the semester maximum.
- Once your course of study is completed and tuition is paid, submit an official transcript and proof of payment to the Superintendent's Office.
- **Degree Change due January 15th for next contractual year - *SEE LANGUAGE BELOW* separate form**
- ***OFFICIAL transcripts (sealed) with date conferred, must be sent to the Office of the Superintendent by July 15th for a September change; by November 15th for a January change to be acknowledged by the Board.**

CONTINGENT UPON CERTIFICATION OF SATISFACTORY COMPLETION OF COURSE.

EMPLOYEE SIGNATURE	DATE
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Check all that apply...

☐ Approved for reimbursement ☐ Not approved for reimbursement

Atiya Y. Perkins
Superintendent of Schools