

WINSLOW TOWNSHIP BOARD OF EDUCATION & WTPO
 APPROVAL OF EDUCATION COURSES
 AND
 REQUEST FOR COURSE REIMBURSEMENT
 (LPA, ESA Classroom, ESA Bus, Breakfast Aides, Copy Clerk, Clerk Typist))

The Board of Education will reimburse **support staff members (as noted above)** for courses approved by the Superintendent of Schools up to a maximum, per fiscal year, of **\$800 for the 2007 – 2008 school year; \$800 for the 2008 – 2009 school year and \$800 for the 2009 – 2010 school year**. This may include tuition and required course material, including a test. All courses must be approved **prior** to the start of the semester. Attach a copy of the course description along with this application.

Approval of Course

Name: _____ School/Department: _____

Address: _____

Position: _____ Date Request Submitted: _____

College/University	Dates of Attendance	Name of Course	Semester (Circle)
1.			Summer Fall Winter Spring
2.			Summer Fall Winter Spring
3.			Summer Fall Winter Spring
Estimated Tuition/Textbooks Costs:			\$

Signature of Superintendent of Schools: _____

Approved: _____ Denied: _____ Date: _____

Reason for Denial: _____

Request for Course Reimbursement

(Complete section below and return to the Office of the Superintendent after successful completion of class)

I understand that the reimbursement will be made to staff members that have been previously approved and successfully completed the course. I also understand that reimbursement shall be based upon the furnishing of an **Official Transcript (with raised seal)** upon completion of the course(s). Attached are the proper receipts and/or cancelled checks.

Costs:		Number of Credits Earned	Signature:
Tuition:			Date:
Textbooks:			
Total Cost:			