

# MIDDLESEX COUNTY VOCATIONAL AND TECHNICAL SCHOOLS

## Academic Teacher Tuition Reimbursement Form for Professional Improvement Courses

### SECTION 1. The staff member requesting approval of tuition reimbursement completes Section 1.

- Complete the information requested in Section 1.
- Submit the completed form to your Principal/Department Head. (One course/form)

NAME:

DATE:

Name of Staff Member Requesting Approval of Tuition Reimbursement: Please print your name.

CAMPUS: (Check One)  Academy/Edison  Academy/Woodbridge  East Brunswick  Perth Amboy  Piscataway  Central Office

NAME OF UNIVERSITY/COLLEGE:

TITLE OF COURSE: Please print exact course title from university/college catalog.

SEMESTER: (Check One)

Summer  Fall  Winter  Spring  Other

START DATE:

SCHOOL YEAR:

LEVEL:

Graduate  
 Undergraduate

NUMBER  
OF CREDITS:

TUITION PER  
CREDIT: \$

TOTAL  
TUITION: \$

WILL THE COURSE LEAD TO A DEGREE?

Yes  No

IF YES, WHAT TYPE OF DEGREE:

I hereby request the Superintendent's approval of, and subsequent tuition reimbursement for, the course listed above pursuant to the provisions of the Agreement between the Middlesex County Vocational and Technical Schools Board of Education and the MCVTS Principals and Supervisors Association, the Middlesex County Vocational Education Association, or the MCVTS Office Personnel Association.

I AM PERMANENTLY CERTIFIED IN: \_\_\_\_\_

STAFF MEMBER SIGNATURE: \_\_\_\_\_

#### NOTES:

1. A teacher must first complete the requirements for teacher certification in the position now held before becoming eligible for tuition reimbursement.
2. Tuition reimbursement payments for graduate level courses leading to a degree may be taxable pursuant to Internal Revenue Code - Section 127 for all requests submitted on or after February 1, 1997.

### SECTION 2. The Principal/Department Head completes Section 2.

- Review Section 1 for accuracy.
- Complete, sign and date Section 2.
- Forward the completed form to the SUPERINTENDENT.

Name of Principal/Department Head: \_\_\_\_\_

Principal/Department Head Signature

Date

### SECTION 3. Request for Approval of Tuition Reimbursement - For Administrative Use Only

To: Mr. Brian Loughlin, Superintendent

Re: Request for Approval of Tuition Reimbursement :  Yes  No

Forward To: Personnel Office

Recorded in Personnel Office.

Copied to the Business Office.

Returned to the Principal/Department Head.

### SECTION 4. Request for Approval of Tuition Reimbursement is returned to the Principal/Department Head

- Principal/Department Head provides their staff member with a copy of the - Request for Approval of Tuition Reimbursement.

### SECTION 5. Staff Member

- Upon completion of the course, refer to the Checklist on the reverse side of this form to process your Tuition Reimbursement.