

Tuition reimbursement check list

Employees Name: Kristine Christie

Job Category: Director of HR

18-4142

11-000-291-280-000-095

Does he/she fall into the category of the maximum amount of \$2800.00?

☐ Yes

☒ No

AP
2240.00

Does he/she follow the Rutgers per credit guide line of \$689.00 per credit up to 12 credits?

☒ Yes

☐ No

How much money has he/she been reimbursed for so far this year:

0.00

What is the Grade received for this course: A

When did the course/semester end: 12/20/17

Is it within the 30 day window: yes

Monroe Township Public Schools

Pre-Registration for Educational Assistance Benefit Determination Form

This form must be submitted for approval at least 10 days prior to the start of class to be eligible for reimbursement.

Name: Kristine Christie Employee Signature Kristine Christie

Date: 9/12/2017 Current School/Grade/Subject/Assignment: Central Office/HR Director

Name of College or University: Grand Canyon University

Courses (course numbers must be listed):

Graduate	Undergraduate *	Title of Course(s)	Date(s) of Courses	Credits
# <u>M6T-605</u>	#	<u>Leadership & Organizations</u>	<u>10/26-12/20</u>	<u>4</u>
#	#			
#	#			

*Only eligible non-certificated staff members may take undergraduate courses

*Only TENURED staff are eligible for Educational Assistance.

☐ yes ☒ no Is this course(s) needed to maintain present certification?
☒ yes ☐ no Is this course(s) being taken at an accredited college/university?
☒ yes ☐ no Is the course(s) a graduate level course?

APPROVED

☒ Yes, provided you haven't reached the maximum yearly allowance
☐ No

Michael Kyh
Signature of Superintendent or Superintendent's Designee

9-14-17
Date

REQUEST FOR EDUCATIONAL REIMBURSEMENT – Must be completed entirely

Course	#1 <u>M6T-605</u>	#2	#3	Total
Tuition	\$ <u>2240.00</u>	\$	\$	\$
Grade Received	<u>A</u>			
			Grand Total	\$ <u>2240.00</u>
Less other current year reimbursement for previously submitted classes				\$

Please attach official transcripts with proof of payment and class schedule for reimbursement.
Evidence of completion for your course must be attained within 30 days after the end of the semester.

Michael Kyh

Signature of Administrator

Michael Kyh
Superintendent Approval

1/3/18

Date

1/8/18
Date