

JUN 10 2021

PAY
\$ 2800.

Tuition reimbursement check list

21- 4612

Employees Name: Kevin Higgins

Job Category: Assistant Principal

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

- Yes
- No

Does he/she fallow the Rutgers per credit guideline of \$739.00 per credit up to 12 credits?

☒ Yes

☐ No

How much money/credits has he/she been reimbursed for so far this year: \$ _____ / _____ credits

What is the Grade received for this course: Credit

When did the course/semester end: See attached note

Is it within the 30 day window: yes

MONROE TOWNSHIP SCHOOL DISTRICT

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.

PLEASE PRINT

Employee Name:	Kevin Higgins			
Employee Location:	MTHS			
Employee Grade/Subject/Assignment:	Assistant Principal			
Name of College or University:	Thomas Edison State College			
List Course Information below (course numbers must be listed)				
Graduate	Undergraduate*	Title of Course(s)	Date(s) of Course(s)	Credits
# EDL0081	#	District Leadership Practice	July 19-June 20	5
# EDL0082	#	Internship I	July 19-June 20	5
# EDL0083	#	Internship II	July 19-June 20	5
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) at the graduate level?			☒ Yes ☐ No	

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

*Only TENURED staff are eligible for Educational Assistance

By signing below, I agree that in the event that I fail to remain employed for the required number of years following the completion of the courses/program for which I am being reimbursed, I will be required to reimburse the Board 100% of the tuition reimbursed for this request for educational reimbursement.

Please see attached note

Employee Signature

Approval:

- ☒ Yes, provided you have not reached the maximum yearly allowance.
☐ No

Signature of Superintendent or Superintendent's Designee

Date

6/5/19

REQUEST FOR EDUCATIONAL REIMBURSEMENT – Must be completed entirely

Course	#1 EDL0081	#2 EDL0082	#3 EDL0083	Total
Tuition	\$ 935.00	\$ 935.00	\$ 935.00	\$ 2805.00
Grade Received	CR	CR	CR	
Grand Total				\$ 2805.00
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(s) must be submitted within 30 days after the end of the semester.

Signature of Administrator (after course completion)

Date

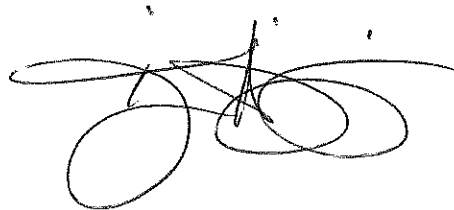
6/7/21

6/9/21

Superintendent Approval

Date

Due to the Pandemic, Internship II was delayed. Instead of a completion date of June 2020, the Completion Date was May 2021. Transcript was issued on 5/27/21.

A handwritten signature in black ink, consisting of several overlapping loops and a central vertical stroke, positioned below the text.

Thomas Edison State University

111 West State Street

Trenton NJ 08608

Permanent Academic Record

Student Copy

Date of Issue: 05/27/2021

Mr. Kevin G. Higgins

Mr. Kevin G. Higgins

CURRENT PROGRAM

Individual Learning Account

Course	Title	Gr.	S.H.	Course	Title	Gr.	S.H.
=====							
ASSESSMENT CREDITS							
TESU-Assessment Credit							
EDL 536	Appl Thry in Ed Ldrshp III	CR	3.00				
EDL 730	Field Based Pract for Superint	CR	6.00				
EDL 740	Field Based Pract for Superint	CR	6.00				

CUMULATIVE GPA: N/A TOTAL: 15.00

***** END OF TRANSCRIPT *****