

**Union County Educational Services Commission  
TUITION REIMBURSEMENT REQUEST**

**Appendix Z**

Name: \_\_\_\_\_ Position: \_\_\_\_\_

Program \_\_\_\_\_ Date of Request: \_\_\_\_\_

In accordance with the Agreement between the Union County Educational Services Commission and the Westlake Education Association, I wish to request prior approval for the following course(s) which is (are) within my area of specialization and/or would provide benefit to the Commission:

|                                       |       |       |     |
|---------------------------------------|-------|-------|-----|
| <b>Name of College or University:</b> |       |       |     |
| Address                               | City: | State | Zip |
| Description of Course                 |       |       |     |

| Dept | Course Number | Course Title | Credit | Semester/Year | Completion Date |
|------|---------------|--------------|--------|---------------|-----------------|
|      |               |              |        |               |                 |
|      |               |              |        |               |                 |
|      |               |              |        |               |                 |
|      |               |              |        |               |                 |

**A copy of the registration confirmation must be attached to this form.**

AGREEMENT

I understand that to receive 60% reimbursement for the above, I must submit a purchase order form showing information indicated in the table above, to which I have attached a copy of a receipt from the bursar indicating payment and a copy of grade(s) earned for the course(s). Payment is for tuition only and excludes other expenses incurred in connection with registration/completion of the course(s).

PROJECTED TUITION REIMBURSEMENT DUE:

Tuition only \_\_\_\_\_ x 60% = \_\_\_\_\_  
(Maximum per credit cost equals current Rutgers University rate)

\_\_\_\_\_  
Signature of Employee

Approved     Course approved with no reimbursement\*     Not Approved\*

\*Reason \_\_\_\_\_

Superintendent: \_\_\_\_\_ Date \_\_\_\_\_