

SUPPORT STAFF APPLICATION FOR REIMBURSEMENT OF TUITION

SCHOOL YEAR APPLICATION: 2024 - 2025

Name _____ School _____ Position _____ Department _____

Dear Mrs. Scully:

Please consider this application a request to enroll in and complete the following graduate course(s) during the 2024-2025 school year for which I respectfully request reimbursement consideration. Applications must be received by Mrs. Scully by December 1, 2024.

NOTE: Tuition assistance or additional compensation shall be provided only for a course or degree related to the employee's current or future job responsibilities. Courses that fall outside of the reasons listed above shall not be subject to tuition reimbursement. *Applications for classes completed between 7/1/2024 and 6/30/2025 must be received before 12/1/2024.* As per the bill NJ S2127, tuition assistance per credit shall equal an amount no greater than the current cost per credit at Rutgers, the State University. Reimbursement will occur after a transcript with credits and final grades is received. All transcripts must be received by September 30, 2025.

| OFFICE USE ONLY: COURSE | | NAME OF COURSE | # CREDITS | ANTICIPATED COST PER CREDIT HOUR | ANTICIPATED COURSE COMPLETION DATE |
|----------------------------|--------|----------------|-----------|--|---------------------------------------|
| Approved | Denied | | | | |
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| | | | | | |
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My reasons for enrolling in these courses include: _____

Name of College or University _____ Signature _____ Date: _____

Please scan and send to Angel Dugan at adugan@bhprsd.org. Please remember to keep a copy for your records. You will receive a signed copy once you are approved/denied.