



College Course Approval Process

1. Complete the Anticipated Tuition Reimbursement Form. (See attached)
2. Complete the Course Approval Request form and send to your supervisor for approval. (See attached)
3. After you receive your Course Approval Request form back and it was approved you can then register for the course(s).

College Course Payment Process

1. Complete the Voucher Form. (Located online and Main Office)

The following items need to be attached to our voucher and turned in by June 15th of the school year which the course was taken (18:1:8):

- A copy of your grade, a copy of your bill from the bursar's office showing the tuition has been paid, the original course approval form and a copy of the method of payment. Example: A canceled check, credit card statement (with your account number blacked out). Bill must show tuition fee separate from other fees.
- Payment will be only on the actual tuition costs and ONE book. (No reimbursement is made on fees, late fees, parking, etc.) Your course book must be turned in to the Superintendent's office when turning in your voucher for payment.
- The voucher goes through the same approval steps as a regular voucher.

The course reimbursement check will be approved at the monthly board meeting, not through regular payroll.

2. Review Article 18 and Article 10:2.2 for movement on guide in HTEA Contract.

HOLLAND TOWNSHIP BOARD of EDUCATION



School Business Administrator

908-995-2772
www.hollandschool.org

COURSE APPROVAL REQUEST

_____ Date

Approval is requested for the following course(s):

Course #	Course Title	Semester		
		Summer	Fall	Spring

Print out and attach course description(s) from college.

No. of Credits _____ Cost per Credit _____ Total Cost \$ _____

Institution offering course _____

This is an accredited college: Yes No

Reason for taking course: _____

Is this course part of your program toward an advanced degree? If so what degree?

Will the completion of this course(s) move you on the salary guide? Yes No

 Staff Member

 Date

 Principal/ Supervisor

 Date

 Superintendent

 Date

Staff shall not register for a course until this form is approved and returned to staff member.



Anticipated 2020-2021 Tuition Reimbursement

Please submit one (1) form per anticipated class

Due June 1st to Board Office

(If you decide to take a course after June 1st please check if funds are still available)

Name: _____

Grade/Position: _____

Institution: _____

Course #/Course Title: _____

Semester Course will be taken: _____

Number of Credits: _____

Cost Per Credit: _____

Total Cost: _____

NOTE:

1. This form is for only reserving funds for your anticipated course work. It does not approve the course for reimbursement.
2. The Board Office will confirm the anticipated amount of reimbursement by June 15th.
3. For your approval of the coursework for reimbursement, complete the **Course Approval Request** form and submit to your Supervisor.

For Office Use:

_____ Full Tuition reimbursement funding is available in the anticipated amount of \$ _____

_____ Partial Tuition reimbursement funding is available in the anticipated amount of \$ _____