

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

**Appendix U**

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 \_\_\_\_\_