

Tuition Reimbursement Checklist

SECTION 1. The staff member requesting tuition reimbursement completes Section 1 and submits the form and back-up documents to the Principal/Department Head.

Name: _____

Date: _____

Campus: (Check One) Academy/Edison Academy/Woodbridge East Brunswick Perth Amboy Piscataway Central Office

Attached are the following back-up documents needed to process Tuition Reimbursement:

- 1. signed Request/Approval for Tuition Reimbursement Form,
- 2. receipt of tuition paid (tuition only, no fees allowed),
- 3. transcript showing grade and number of credits earned,
- 4. MCVTS Green Voucher showing dollar amount of requested tuition reimbursement,
- 5. MCVTS Green Voucher is signed by the staff member.

Staff Member Signature: _____

SECTION 2. The Principal/Department Head completes Section 2.

- Review the Tuition Reimbursement Checklist and back-up documents for accuracy.
- Sign and date Section 2.
- Forward the completed Tuition Reimbursement Checklist and back-up documents to the PERSONNEL OFFICE.

Principal/Department Head Signature

Date

SECTION 3. THIS SECTION FOR PROCESSING – ADMINISTRATIVE OFFICE USE ONLY

Forward To: Personnel Office

Recorded In Personnel Office

Forward To: Business Office

Processed by Business Office