



City of Orange Board of Education  
Office of Human Resources/Operations  
451 Lincoln Avenue  
Orange, NJ 07050

DATE: \_\_\_\_\_

## TUITION REIMBURSEMENT REQUEST FORM

TO: \_\_\_\_\_  
(NAME)

\_\_\_\_\_  
ADDRESS CITY STATE ZIP  
COLLEGE/  
UNIVERSITY: \_\_\_\_\_

SEMESTER/YEAR	COURSE#	COURSE TITLE	GRADE	CREDITS	REIMBURSEMENT AMOUNT

**TOTAL DUE:** \_\_\_\_\_

"I declare that the goods or services itemized in this bill have been delivered or rendered; that no bonus, scholarship or grants have been given or received by any person or persons with the knowledge of the deponent; and that the above bill is true and correct"

Signature: \_\_\_\_\_

Applicant Signature

### ENCLOSURES

- ☐ Official Itemized Bill
- ☐ Proof of Grades (B or better)
- ☐ Proof of payment (Cash/Loan)
- ☐ Course approval forms (signed approvals only)

### OFFICIAL BOARD OFFICE USE ONLY (please do not write below this area)

**Contractual Rate:** \_\_\_\_ 50% of the cost of tuition for credit bearing courses (Teachers, Secretaries, Paraprofessionals, and Security Officers)

**Contractual Rate:** \_\_\_\_ \$60.00 per credit or \$740.00 per year for job related non-credit bearing courses. (Secretaries, Paraprofessionals, and Security Officers)

**Contractual Rate:** \_\_\_\_ up to Rutgers' rate for credit bearing course - (Administrators and Non-Affiliates)

School Year:		Total Credits:		Total Per Credits:		SY Grand Total:	
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Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Human Resources Executive Director