



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: __ \$60 per credit or __ \$740 per year (No college credit)- Secretaries, Paraprofessionals, Security Officers
Contractual Rate: __ 33% of tuition cost- Teachers, Secretaries, Paraprofessionals, Security Officers:
Contractual Rate: __ up to Rutgers rate- Administrators

School Year:		Total Credits:		Total Per Credits:		SY Grand Total:	
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Approved by: _____ Date: _____
Human Resources Executive Director