

July 10, 2008

Dear Staff Member:

I am pleased that you have decided to further your education. Attached you will find the D-10 form you must complete in order to receive tuition reimbursement. Requests for reimbursement require **superintendent approval 14 days prior to registration for the course.**

After approval, you will receive the D-10 form back. Please retain it because once the course is completed and the grades are in, you will have to resubmit the completed form and all required documents to Eileen Finn in the Business Office so she can process the reimbursement.

Please be reminded that you can only apply for reimbursement one semester at a time. Reimbursements will take place three times a year as follows:

**Summer – (courses taken between July 1<sup>st</sup> and August 31<sup>st</sup>)**

**Fall – (courses taken between September 1<sup>st</sup> and December 31<sup>st</sup>)**

**Spring – (course taken between January 1<sup>st</sup> and June 30<sup>th</sup>)**

You will need to include all appropriate documentation in order to receive reimbursement.

Sincerely,

Annette Castiglione  
Superintendent of Schools

c: Negotiations Committee w/enclosure

**Bellmawr Public Schools**  
**Course Approval and Tuition Reimbursement**

Name \_\_\_\_\_ Position \_\_\_\_\_

Date of Hire \_\_\_\_\_ Present Degree \_\_\_\_\_ Degree Working Toward \_\_\_\_\_

Course requested \_\_\_\_\_ # of Credits \_\_\_\_\_ Tuition \_\_\_\_\_

Cost of Course Text/Materials \_\_\_\_\_

**Summer      Fall      Spring      Course Start Date \_\_\_\_\_ End \_\_\_\_\_**

Accredited Institution \_\_\_\_\_

Signature \_\_\_\_\_ Date of Submission \_\_\_\_\_

Superintendent's Approval \_\_\_\_\_ Denial \_\_\_\_\_ Date \_\_\_\_\_

---

**Approval for Reimbursement**

**Reimbursement shall be made to employees of the Bellmawr Board of Education at the successful completion of the course and the submission of:**

- \_\_\_\_\_ A tuition bill from the institution reflecting costs and textbook receipts
- \_\_\_\_\_ An official transcript indicating grade of an "A" or "B"

**Total Reimbursement \_\_\_\_\_**

**Superintendent's Signature \_\_\_\_\_ Date \_\_\_\_\_**