

CASA Member Application

The Newark Public Schools
Office of the School Business Administrator
2 Cedar Street, Room 807
Newark, NJ 07102
Phone: 973-733-6702 Fax: 973-733-7276

TUITION REIMBURSEMENT CLAIM FORM Non-Instructional Staff

Local 32 () Local 68 () Local 617 () Unaffiliated ()

This form should be completed and submitted following the successful completion of courses for which tuition reimbursement was pre-approved.

Name: _____ Position _____

Employee ID#: _____ Location Code & Department: _____

Telephone#: _____ Home/Cell Telephone # _____

Home Address: _____

Email: _____

College/University/Trade School	Course #	Course Name	Credits	Amount	Semester/Year Enrolled

One copy of this form along with all required attachments must be submitted the Office of the School Business Administrator. This form will be processed ONLY if and when all required items are attached.

1. Official college, university or program transcript (in the institution's official sealed envelope)
2. Statement of costs (bill)
3. Itemized receipt or cash voucher
4. Copy of district's pre-approval form

Employee Signature: _____ Date: _____

For Use by Tuition Reimbursement Committee

Date Received: _____

Reimbursement Amount Approved: _____ Date Approved: _____

Signature(s): _____