

SOUTH BOUND BROOK SCHOOL DISTRICT

COURSE REIMBURSEMENT APPLICATION

Approval of the selection of courses must be obtained from the business administrator and the superintendent of schools prior to enrollment, in order to avoid any doubt at some later date concerning the granting of credit for a particular course. The board will reimburse up to a maximum for three (3) approved 3-credit courses in any one contract year for graduate courses taken by the teacher in his/her assigned area of certification at an accredited college or university as recognized by the New Jersey State Department of Education. \* Credit may be earned by completion of the prescribed work for the course or courses offered by the accredited college or university over the Internet during an academic term. \*\*

Please list courses below that you wish to have approved (make two copies; one will be returned to you). Please be sure to include a description or copy of the course from the school's catalog.

NAME \_\_\_\_\_

TERM BEGINNING \_\_\_\_\_

COLLEGE OR UNIVERSITY \_\_\_\_\_

<u>COURSE</u>	<u>NUMBER</u>	<u>CREDIT</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Approval granted: \_\_\_\_\_  
Business Administrator      Date

\_\_\_\_\_  
Superintendent      Date

\* Courses taken toward a subsequent degree at the same level as previously obtained (e.g., a second MA), are not eligible for reimbursement. Degree programs or courses in educational administration are not eligible for reimbursement and degree programs or courses in guidance will be approved only for applicants who are serving as guidance counselors when the request is made and at the time of enrollment.

\*\* To be accepted for reimbursement, Internet courses must be offered by an accredited college or university; the institution must offer a graduate degree in the subject area of the proposed Internet course and accept the specific Internet course in meeting requirements for that degree; and the institution must conduct accredited "in attendance" degree programs rather than offer just Internet and/or correspondence courses.