



LINDEN PUBLIC SCHOOLS

Application for Approval of Study

**Due: no later than September 30th for the Fall Semester,
No later than February 15th for the Winter and Spring Semesters
No later than July 15th for the Summer Semester.**

***Please note, tuition reimbursement has been frozen for the duration of the most recently settled agreement: 07/01/14-06/30/18**

NAME _____ SCHOOL _____

COLLEGE OR UNIVERSITY ATTENDING _____

UNIVERSITY/ COLLEGE ACCREDITED THROUGH: _____

COURSE NAME/ COURSE NUMBER	SEMESTER	YEAR	No. of CREDITS

Reason for study: How is this relevant to your practice? _____

Please note: once your study is approved and you pay, you must submit a copy of your payment receipt to the Superintendent's Office.

***Official transcripts (sealed) must be sent to the attention of the Superintendent as soon as your class is completed and/ or degree conferred.**

Total number of credits _____

GOAL:

Undergraduate Degree _____ Master's Degree _____ Study beyond Master's Degree _____

CONSIDER FOR REIMBURSEMENT: YES _____ NO _____

DATE SUBMITTED _____

Signature

The maximum number of credits for which reimbursement will be made shall be six (6) credits in any semester, but in any event not more than twelve (12) credits in any contract year (July 1 – June 30). Summer school credits shall be exempt from the semester maximum.

CONTINGENT UPON CERTIFICATION OF SATISFACTORY COMPLETION OF COURSE

APPROVED _____

DISAPPROVED _____

Superintendent

Revised 09/15