

**FAIRFIELD TOWNSHIP SCHOOL DISTRICT**

**375 Gouldtown-Woodruff Road  
Bridgeton, NJ 08302**

**Secretaries & Aides Tuition Reimbursement Request**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

I enrolled in the following course(s) at \_\_\_\_\_

\_\_\_\_\_

during the \_\_\_\_\_ session of \_\_\_\_\_.  
(Fall, Spring, Summer, etc.) (Year)

\_\_\_\_\_

Course Name(s)

Credits \_\_\_\_\_

***Upon presenting an official transcript and proof of the cost of tuition to the Superintendent, I shall expect to be eligible to receive reimbursement for the cost of tuition up to a maximum of eight hundred fifty (\$850) dollars for the 2023-2024 school year.***

Signature: \_\_\_\_\_  
Secretary / Instructional Aide

Approved: \_\_\_\_\_ Date \_\_\_\_\_  
Asst. Principal

Course Board Approval: \_\_\_\_\_  
Date

Approved \_\_\_\_\_ Date \_\_\_\_\_  
Superintendent

\*Secretaries and Instructional Aides required or approved to take courses of occupational benefit to the employee shall have such courses approved in advance and shall require successful completion for reimbursement. Reimbursement shall be limited to \$850.00 maximum per employee annually which is defined as September 1<sup>st</sup> to August 31.