

Newton-Conover City Schools
Application for Graduate Study Tuition Reimbursement

Date of Application _____
Class Beginning Date _____

NAME _____ SS# last four digits _____

ADDRESS _____
Street City Zip Code

EMAIL _____ PHONE _____

SCHOOL _____ POSITION _____

AREA(S) IN WHICH YOU HOLD A CLEAR LICENSE:

_____ Date of initial employment in the Newton-Conover City School System _____

College or University of Graduate Program _____

Program of Study in Graduate Program _____

Advance Degree or Advanced License you wish to obtain _____

The amount to be awarded for tuition reimbursement will be **\$75.00** per semester hour with a maximum payment for six (6) semester hours per semester, a total of 18 per year. If the cost for tuition is less than \$75.00 per semester hour, the actual cost will be paid.

Courses in which you wish to enroll:

Course #	Title of Course	Credit Hours	Cost/Sem. Hr.
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Course #	Title of Course	Credit Hours	Cost/Sem. Hr.
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Total Amount Requested _____ Fall Sem. __ Spring Sem. __ Summer Sem. __
(Attach receipt showing amount paid)

Signature of Employee _____ Date _____

Timelines for Application Submission: Summer School: May 1- June 15 Fall Semester: July 15-September 15 Spring Semester: November 15- January 15

- The applicant must provide documentation that admission into the graduate program has been approved.
- Reimbursement will be made only after documentation that the course(s) is/are completed with some level of an A or B grade. Reimbursement for tuition will be made in a timely manner following receipt of grades.

For Office Use:

Approved _____ Amount Approved: _____ Date _____

Please submit application to: Heidi Bedington, Personnel Office

