

WEYMOUTH PUBLIC SCHOOLS - APPLICATION FOR TUITION REIMBURSEMENT

To **REQUEST APPROVAL** for Tuition Reimbursement: Complete the **Top portion and Section A** of this document and submit it to: **School Admin. - Business Office - Attn: Joy Mulcahy**. An Approved or Disapproved copy will be sent to you as soon as possible; please retain a copy in your files.

To **REQUEST A REIMBURSEMENT**: Upon completion of your course, please **Complete Section B**; sign, date and submit the **entire** document (along with all of the requested documentation) to: **School Admin. - Business Office - Attn: Joy Mulcahy ----- Thank You**

NAME: _____ GRADES(S)/SUBJECT(S): _____

SCHOOL: _____ HOME ADDRESS: _____

Section A: REQUEST FOR COURSE APPROVAL – (please submit prior to course enrollment)

I am enrolled in the following program: __Masters __CAGS __Doctorate __Certificate

Name of Program (ex. Administrative Studies): _____

I am enrolling in a single course (non-matriculating): _____

Name of course: _____ Number of credits: _____

College/university: _____ Cost of course: _____

Dates course will run: _____

SUBMISSION DEADLINES:

___ Oct. 1 (Fall Course) ___ FEB 1 (Spring Course) ___ May 1 (Summer Course)

DATE OF SUBMISSION FOR APPROVAL: _____

Courses must be taken at an accredited college or university. Staff members who request reimbursement are eligible for receive payment for one course per semester/per year –Fall/Spring/Summer. Reimbursements are approved on a First-come- First Serve basis.

Approved Not Approved _____
Authorized Signature Date

**IMPORTANT:
PLEASE NOTE:**

An account/loan statement from the college or university cannot be accepted as proof of payment without credit, debit or cancelled check documentation.
Thank you!

Section B: REQUEST FOR TUITION REIMBURSEMENT

(To be submitted to School Business Office, after course completion)

I certify that I have successfully completed the coursework detailed in Section A

Employee Signature Date

The following documentation is attached:

Evidence of Completion:

___ Grade report with a grade of B or better

or

___ Transcript indicating grade of B or better

Evidence of Payment:

___ Copy of processed check/money order (front & back)

or

___ Copy of credit card statement

DATE OF SUBMISSION FOR REIMBURSEMENT: _____