

WEYMOUTH PUBLIC SCHOOLS

Instructions for Requesting Tuition Reimbursement – Units A& C

Attached is the application for requesting tuition reimbursement. Please keep in mind the following submission deadlines - Oct. 1 (Fall Course), Feb. 1 (Spring Course), May 1 (Summer Course). A request for reimbursement can be submitted for courses that are 3 or more credits. Please see below for the two step application process. Reimbursements are approved on a ***First come, first serve basis, with preference being given to those in a degree or certificate program and those making their first application for their first course of the year.***

STEP 1: Application for Tuition Reimbursement

1. Complete the Top portion and Section A of the Tuition Reimbursement Request Form. This request form must be submitted prior to course enrollment. All fields must be completed or the request will be returned.
2. Submit the completed form and send to: School Administration office – Attn: Megan Lynch.
3. An Approved or Unapproved copy will be sent to you as soon as possible
4. Retain a copy in your files.

STEP 2: Requesting Tuition Reimbursement

1. Upon completion of your course, please Complete Section B of the approved Tuition Reimbursement form you submitted; **must send within 60 days from course completion.**
2. Sign, date and submit the entire document, along with all of the required documentation to: School Administration office – Attn: Megan Lynch.
3. Your reimbursement request will be verified and submitted for reimbursement.
4. You will receive a live check from the Town of Weymouth within 30 school days

WEYMOUTH PUBLIC SCHOOLS
APPLICATION FOR TUITION REIMBURSEMENT

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

SCHOOL: _____ MAILING ADDRESS: _____

Section A: REQUEST FOR COURSE APPROVAL

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 Semester) _____Feb 1 (Spring Semester) _____May 1 (Summer Semester)

DATE OF SUBMISSION FOR APPROVAL: _____

Courses must be taken at an **accredited college or university**.

☐

Approved

☐

Not Approved

Authorized Signature

Date

SECTION B: REQUEST FOR TUITION REIMBURSEMENT – Units A & C

(To be submitted to School Business Office, **within 60 days of 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: _____

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!*