WEYMOUTH PUBLIC SCHOOLS

Instructions for Requesting Tuition Reimbursement – <mark>Units A& C</mark>

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: Elizabeth Long.

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: Joy Mulcahy.

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**:_____**

2021-2022 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 – <mark>Units A & C</mark>

(To be submitted to School Business Office, <mark>within 60 days of course completion</mark>)

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!*