

READING PUBLIC SCHOOLS

REIMBURSEMENT Request for Tuition Reimbursement – SECOND FORM

**Please complete and submit this form along with your proof of payment
and an official grade report or transcript.**

NAME: _____ **YOUR SCHOOL or DEPT:** _____

COURSE TITLE: _____

INSTITUTION OFFERING COURSE: _____

DATES OF COURSE/ATTENDANCE: _____

COURSE #: _____ **NUMBER OF GRADUATE CREDITS:** _____

TUITION COST FOR THIS COURSE **Tuition:** \$ _____

Obligatory Fees: \$ _____

Total Reimbursement Requested: \$ _____

To be reimbursed for the above amount, evidence of payment in the form of a canceled check or credit card receipt and an official grade report or transcript or a Certificate of Completion, MUST be submitted ALL TOGETHER no later than 60 days upon completion of the course to the Office of the Assistant Superintendent.

Applicant Signature

Date

**Assistant Superintendent
Signature of Approval**

Amount

Date

Questions - please refer to the Tuition Reimbursement Guidelines below.

Revised 08/18/2022

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Tuition Reimbursement Guidelines

APPROVAL PROCESS - First Form

- Please submit an Approval form **in ADVANCE of taking a course or at the time of course registration**. Courses will not be eligible for reimbursement if not submitted prior to the start of the course. Please include documentation from your college, university, or the organization providing your professional development program indicating the cost of tuition and any fees for which you are requesting reimbursement. Also, please provide any evidence of vouchers, rebates, discounts, or scholarships you may have.
- You must submit a separate course approval form for each course for which you are requesting reimbursement.
- Tuition reimbursement funds are divided equally over 3 time periods: September 1 to December 31; January 1 to April 30; and May 1 to August 31. Courses are approved in the order in which they are received until funds are depleted. The time period for a course is determined by the start date of the course.
- Courses for staff who are not members of the Reading Teacher's Association must be pre-approved by the employee's supervisor and specifically related to the employee's current duties and/or job assignment.
- Approvals cannot be transferred from one course to another course.
- Please notify the Assistant Superintendent immediately if you are not able to or do not take a course you were approved for reimbursement.

REIMBURSEMENT PROCESS - Second Form

- In order to be eligible for reimbursement please submit the following:
 - the [Second Reimbursement Form](#)
 - proof of payment
 - an official grade report or transcript

SUBMIT ALL TOGETHER no later than 60 days after completion of the course.

- Please contact the Assistant Superintendent if there are extenuating circumstances that prevent you from completing an approved course on time.
- **Tuition Reimbursement forms and any accompanying documentation should be sent to Makenzie Bilodeau in the Central Office. Make a copy of this document (click "File", then "Make a Copy"), complete the form and then share with Makenzie at makenzie.bilodeau@reading.k12.ma.us. Paper copies can be sent via interoffice mail.**