

COURSE APPROVAL/REIMBURSEMENT APPLICATION

• APPROVAL IN ADVANCE IS REQUIRED USING THIS FORM.

- Course substitution approval should be made **PRIOR TO TAKING THE COURSE**.
- **A STATEMENT** describing how each course will improve your performance in your particular assignment, or how it is beneficial to the school district as a whole, must accompany each course request.
- Reimbursement as per current employees' agreement with the Plymouth School Committee for tuition and fees: no travel, room/board, books or materials are to be included.
- Maximum reimbursement per fiscal year (July 1 – June 30) per current employees' agreement with the Plymouth School Committee.
- The School Department will reimburse up to three (3) graduate courses of up to four (4) semester hours each that are satisfactorily completed per fiscal year.

A PURCHASE ORDER FOR THE FISCAL YEAR MUST ACCOMPANY YOUR FIRST APPLICATION

Name:	School:	Assignment:
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Purchase Order #:	Statement <i>(Briefly describe how this course will improve your performance in your particular assignment, or how it is beneficial to the school district as a whole.)</i>
Course Title:	
College:	
No. of Course Credits:	
Course begins:	
Course ends:	
Assessed Cost:	

Principal and / or Asst. Superintendent Approval: Yes No Signature: _____ Date: _____

REIMBURSEMENT REQUEST – Upon Completion of Course	
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Employee Signature:	Date:
Actual Cost of Tuition & Fees:	Reimbursement Amount: <small>(% per current contract agreement)</small>
Approved by <i>(print name)</i> :	Signature: _____ Date: _____

1. Proof of Payment *(Credit Card Statement, cancelled check; receipt from Student Loan/College is due within 30 days of the end of the course. Your name must be reflected on the proof of payment, and you must provide front/back copies of cancelled checks.*
2. Official Transcript are required within 90 days of completion of the course, you MUST confirm transcripts are reflected in your ASPEN account, and include a screen print highlighting what you are seeking reimbursement for.
3. Incomplete paperwork will result in the delay of your reimbursement.