



Scituate Public Schools
Scituate, Massachusetts

SUBMIT IN DUPLICATE

Application for Approved Credit and Tuition Reimbursement

Teacher's Name _____ School _____

1. Course Title _____

2. Credit(s) _____ Check One: Graduate Course
 Undergraduate Course
 Other (i.e., PCEA)

3. College or University _____

4. Catalog description of course _____

5. Tuition Cost _____

6. Date course begins _____ Instructor _____

7. Will this course be applied towards a degree requirement? Yes No

8. I am presently teaching: Grade _____ or Subject _____

9. I request reimbursement for this course under the Professional Development provision in the teachers' contract. (See reverse side for procedures) Yes No

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Approval Granted

Principal _____ Date _____

Asst. Superintendent _____ Date _____
(or Designee)

Disapproved:

Principal _____ Date _____

Asst. Superintendent _____ Date _____
(or Designee)

Reason: _____

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Office Use

Official Transcript: _____ Proof of Payment: _____

Amount Paid: _____ Date: _____



Administrative Procedures Tuition Reimbursement

1. Upon submission of evidence of payment and transcripts or other evidence of successful completion of college, university or Plymouth County Education Association (P.C.E.A.) courses which the Superintendent has approved in advance, the Superintendent will authorize payment by June 15th of up to ninety (90) percent reimbursement of the tuition for courses as outlined in current teacher's contract.
2. In no event shall the Committee be required to spend more than amount defined in the current teacher's contract for tuition reimbursement during the school year. If the total tuition reimbursement requests exceed the allocated amount in the current school year, reimbursements will be paid on a prorated basis not to exceed that total dollar amount.
3. Non-university or college programs shall be computed on a credit basis with ten (10) instructional hours being equal to one (1) credit. The cost for such courses shall be reimbursed on the same basis as university and college courses. The maximum cost base upon which reimbursement will be calculated shall not exceed the most expensive individual college or university course.
4. Courses will be reimbursed according to the provisions in the Collective Bargaining Agreement.
5. **In order to be eligible for tuition reimbursement, the Application for Approved Credit and Tuition Reimbursement must be approved in advance and the recipient must be a member of the Collective Bargaining Unit.**