



WESTBOROUGH PUBLIC SCHOOLS

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TO Westborough Teachers, Tutors, Paraeducators, and Secretaries
FROM Irene Oliver, Director of Finance and Administration
SUBJECT Procedures for Tuition Reimbursement
DATE May 15, 2019

The collective bargaining agreements include the establishment of tuition reimbursement programs. The total amount to be reimbursed is set in each contract. The reimbursement will be on a pro-rated basis if the total value of applications exceeds the amount specified in the contract.

To apply for reimbursement, please forward the following to my office:

1. The completed form below
2. Copy of approved Request for Approval of Professional Absence/Staff Development Form (all courses must be approved by the Assistant Superintendent prior to enrolling.)
3. Copy of verification of payment
4. Copy of verification of course completion and number of credit hours.

So that payment may be made by the end of the fiscal year, all requests for tuition reimbursement must be submitted to my office by **June 15, 2019**. All appropriate paperwork **MUST** be received by that date. **Checks will be mailed. Please provide your current mailing address.**

Please contact me at Forbes ext. 2020 if you have any questions.

NAME _____

ADDRESS _____

COURSE #1 TITLE _____

COLLEGE/UNIVERSITY _____

OF CREDITS _____ TUITION PAID _____

Please list additional courses on back of page.

COURSE #2 TITLE _____

COLLEGE/UNIVERSITY _____

OF CREDITS _____ TUITION PAID _____

COURSE #3 TITLE _____

COLLEGE/UNIVERSITY _____

OF CREDITS _____ TUITION PAID _____

COURSE #4 TITLE _____

COLLEGE/UNIVERSITY _____

OF CREDITS _____ TUITION PAID _____

COURSE #5 TITLE _____

COLLEGE/UNIVERSITY _____

OF CREDITS _____ TUITION PAID _____

TOTAL _____