APPLICATION FOR TUITION REIMBURSEMENT

The Chelsea School Department provides one-half payment for courses taken by teachers that are deemed to be job-related by the Superintendent and approved IN ADVANCE by him. This form must b completed in full, including teacher signature at bottom, submitted to the office of the superintendent, and approved by him prior to taking the course.

Name:_____Home Tel.:_____

Home Address:_____

Position:_____Grade:_____School:_____

Course Title:_____

Beginning and Ending Dates:_____Credit Hours:_____

College or University:_____

Fees:Tuition/Lab Less Registration/Books:_____50%_____

Course Description: Attach a copy of the published course description or other information to assist in demonstrating the relationship of the course to your job. In addition, attach a copy of the published cost of tuition and laboratory fees. Registration fees and cost of books are not reimbursed.

SUPERINTENDENT'S OFFICE Approved Disapproved

Approved for $_____ _____

Signature of Superintendent Date

PERSONNEL OFFICE: P.O.#_____ _____

Dir. Of Personnel Date

Upon Completion of Course (s): Each employee who received advance reimbursement must submit documentation in the form of a grade card, certificate, transcript or other proof that the course was successfully completed. Such documentation must be attached to the employee's pre-approved pink copy of this form and returned to the Director of Personnel. Failure to produce this documentation may result in the employee being required to repay all funds advanced.

N.B.: I have read the above instructions and understand that I must submit the necessary documentation as defined in the contract between the Chelsea Teachers' Union and the Chelsea School Committee/Boston University, Article IX, Section C.

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Signature of Teacher Date

White: Personnel Yellow: Business Office Pink: Employee