



WINTHROP PUBLIC SCHOOLS
WINTHROP, MASSACHUSETTS

COURSE REIMBURSEMENT FORM

Prior to the receipt of reimbursement for your course, please complete and submit the following to the Superintendent's Office. Incomplete paperwork will be returned.

NAME _____ DATE _____

please print clearly

SCHOOL EMPLOYED AT: WPG ATC WMS WHS

CURRENT STEP & LANE: _____

TENURE: PROFESSIONAL STATUS NON-PROFESSIONAL STATUS

COURSE TITLE _____

COURSE NUMBER _____

COLLEGE _____

DATE COURSE APPROVED _____ DATE COURSE COMPLETED _____

NUMBER OF CREDIT HOURS _____ COST PER CREDIT HOUR \$ _____

REGISTRATION FEE (if applicable)\$ _____ TOTAL\$ _____

SUPERINTENDENT'S OFFICE MUST HAVE THE FOLLOWING TO PROCEED WITH REIMBURSEMENT:

1. **An official transcript with a mark of B or better.**
2. **A copy of check or method of payment.**
3. **Course Reimbursement Form completely filled out.**
4. **Copy of Course Approval Form signed by the Superintendent**

FOR OFFICE USE ONLY

1. % REIMBURSEMENT _____

Tenure Teacher: 90% of total

2. AMOUNT OF REIMBURSEMENT _____

Non-tenure Teacher: 75% of total

As per Teachers' Contract Article XIV, Section 10, Committee will reimburse tuition cost according to State College (\$383.00), and a \$150.00 cap on registration, up to nine (9) full credit hours during the fiscal year.

Reimbursements are sent out in October (cut off date 9/15), March (cut off date 2/15) and June (cut off date 6/15). June payments will be made for first course and for second or third courses, if there is money available.

February 2020