

**FALMOUTH PUBLIC SCHOOLS
Falmouth, Massachusetts**

Application for Tuition Reimbursement

Must be returned by June 1, 2012

Name _____ School _____

Title of Course _____

College/University _____

Cost for course _____
(Course cannot have been taken with student teacher voucher.)

Please attach a grade report or transcript showing successful completion of coursework with a grade of "B" or better and a receipted bill from the college or university showing the cost of the course. Criteria for tuition reimbursement is on the back of this form.

All documents need to be submitted with this form by June 1, if any documents are missing you will not be eligible for reimbursement.

FOR OFFICE USE ONLY

Course _____ Approved _____ Not Approved for reimbursement.

Amount to be reimbursed \$ _____

Tuition Reimbursement Plan For Teachers And Nurses

1. The amount to be used for tuition reimbursement is \$40,000 and \$45,000, effective 9/1/10.
2. The program is available to teachers and nurses only.
3. Criteria for courses:
 - a. Course must be for educational certifications, either additional areas or relicensure.
 - b. Only courses that are passed with a B or better or a “Pass” in a pass-fail system are eligible for tuition reimbursement.
 - c. Course must be offered by an accredited college or university.
 - d. Course must have been taken for graduate credit.
4. The reimbursement shall be for the costs of the course including tuition and fees up to \$850 per course. Verification must be in the form of receipted bills from the college or university or the collecting agency for the college. Additional courses shall be reimbursed if additional funds are available, divided as per the practice.
5. Courses from summer, fall, or spring sessions will be allowed.
6. Verifications and applications must be received in the Human Resources Office by June 1 of the school year. The total amount budgeted to this plan will be divided equally among the number of people submitting applications. The Employer will notify the Association, in writing, of the distribution to employees.
7. Verification for courses can be either transcripts or grade reports indicating that the course was taken for “graduate credit” and only courses that are passed with a B or better or a “Pass” in a pass-fail system in an ungraded course.