



GREENFIELD PUBLIC SCHOOLS

COURSE APPROVAL FORM

(Must be submitted to the Superintendent at least two weeks prior to the start of the course.)

Date Submitted _____

Course Payment Information from Teacher Contract

The Committee will pay the cost of tuition, for in service courses at accredited colleges, universities or other professional training schools, which are taken with the advance approval of the Superintendent of Schools. Approval for courses shall be based upon the teacher's submission of a course description and a statement of how the course will benefit the District. Such approval will not be unreasonably withheld. The amount of tuition paid to a teacher will not exceed the University of Massachusetts rate per credit hour and related course fees at the time of application.

No teacher shall be entitled to reimbursement in excess of the above-mentioned limit, nor be entitled to reimbursement for more than six (6) credit hours in any twelve (12) month period. The total annual reimbursement amount for the bargaining unit will not exceed \$50,000.

At the end of every fiscal year, any unspent School Department monies will be rolled over to the tuition reimbursement account. This amount of money will not exceed fifteen (15) thousand dollars.

Employee Name: _____ Current School/Position: _____

Name of Course: _____ Day/Dates of Course: _____

Name of Accredited College/University or Provider: _____

How is this course related to your teaching position?

You may expand.

Course Description is attached, as required. _____ Yes _____ No

Will a substitute be needed? _____ Yes _____ No

Estimated Expenses:

Estimated Cost of Tuition for this Course (Not to Exceed UMass Tuition Rate per Credit): \$ _____

TOTAL ESTIMATED EXPENSES: \$ _____

_____ Approved _____ Not approved

Superintendent or Designee

Date

Account No.: _____ Title II Special Ed General Fund Other: _____

Reimbursement for amount estimated: \$ _____

Vendor No.: _____

REIMBURSEMENT FOR TUITION WILL BE PROCESSED WHEN ORIGINAL PROOF OF PAYMENT AND TRANSCRIPTS ARE RECEIVED IN THE BUSINESS OFFICE. THANK YOU.