



SWAMPSCOTT PUBLIC SCHOOLS

REQUEST FOR COURSE REIMBURSEMENT

Name: _____

Course Name: _____

College or University: _____

Tuition (Excluding lab fees, books, etc.): _____

Teachers may be reimbursed for one class every year, up to a limit of \$1,000 per teacher.

REQUIRED DOCUMENTATION:

Please do not submit reimbursement request until it is accompanied by all of the below named requirements.

_____ Official transcript of the course and passing grade (Required per SEA contract)

_____ University/college catalog that **STATES THE AMOUNT OF TUITION**

_____ Proof of payment of the course (cancelled check or credit card statement)

The Town of Swampscott will NOT accept computerized receipt from college. The proof of payment must have your name & address on it. Do not handwrite your name – reimbursement will not be processed.

Please submit completed form to Joanne van der Burg in the Superintendent's Office

Approved by: _____

Anne Marie Condike
Director of Curriculum & Instruction

_____ **Date**

OFFICE USE ONLY

Date: _____

Reimbursed: Full Partial (If partial, wait list amount is \$ _____).

Please reimburse _____ in the sum of \$ _____ for the completion of the course mentioned above.

The reimbursement applies to the following one-year period: School Year _____

Copy: Teacher _____

Code: 10235701-52173

Form Update 11/5/2017

Reimbursement has been calculated according to Article 15, Section 7, of the Collective Bargaining Agreement between the Swampscott School Committee and the Swampscott Education Association. Due to yearly cap, any partial payments will be put on the wait list for July 1st.