

MASCONOMET REGIONAL SCHOOL DISTRICT
APPLICATION FOR COURSE REIMBURSEMENT

Applications must be received in the Central Office on or before May 31st for reimbursement expected for courses taken between July 1st and June 30th of the following school year.

NAME _____ DATE _____

DEPARTMENT _____

As per the Teachers' Agreement, I am applying for reimbursement for ____ (maximum two courses) graduate course(s) taken or will take between July 1st and June 30th. A transcript showing the course(s) and grade(s) will be submitted upon completion of the course(s).

I understand that the following conditions apply:

- Each year, a teacher must notify the Course Approval Committee of his/her intention to seek reimbursement for a qualifying graduate course no later than May 31st for courses being offered between July 1st and June 30th of the following year.
- Teacher must submit a transcript indicating the course was completed and that a grade of B or better was received.
- Teachers may not be reimbursed for a second graduate course in any one year until every teacher who has taken a course receives reimbursement for one course.
- Budgeted course reimbursement funds not encumbered by May 31st of each year may be redistributed among teachers who have taken a second approved graduate course, but who have not received reimbursement for it.

I agree to the conditions stated above.

Signature of Teacher

Approved by Course Approval Committee
