

BARNSTABLE PUBLIC SCHOOLS

REQUEST FOR COURSE APPROVAL & REIMBURSEMENT OF TUITION COSTS

Prior to the start of the course (30 days recommended) –Complete All of Part A - Submit to the Assistant Superintendent for signed approval. Once approved, this form will be returned to you. Keep this form to complete Part B after completion of the course.

Part A: Name of Applicant _____ Date _____
School _____ Position _____ BTA _____ ESP _____ BAO _____
Name of Course _____
Name of Institution _____
Start date of course: _____ Number of Graduate Credits _____ Course Cost _____
Applicant's Signature _____ Date _____
Approved (Principal/Director) _____ Date _____
Approved (Superintendent/Designee) _____ Date _____

Part B: TO BE COMPLETED BY CENTRAL OFFICE (Reimbursement Period is July 1 – June 30)

TUITION COST: \$ _____ PREVIOUS REIMBURSEMENT: \$ _____ APPROVED REIMBURSEMENT \$ _____
APPROVED: (Superintendent or Designee) _____ Date _____
Career Ladder Program Participant _____
Form/Transcript to HR _____ Form/Bursar's receipt to Finance office _____ Form/ to Professional Development Board _____

PART C: UPON COMPLETION OF THE COURSE FORWARD THE FOLLOWING TO THE ASSISTANT SUPERINTENDENT

- A. 1 copy of Official Transcript showing: (a) course completed (b) a grade of "C" or better.
- B. 1 copy of bursar's receipt or canceled check showing cost of tuition
- C. This form