



# GRADUATE COURSE APPROVAL FORM

Winchendon Public Schools  
175 Grove Street, Winchendon, MA 01475

**(Please Print Clearly)**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Position: \_\_\_\_\_ School: \_\_\_\_\_

Send this form and a copy of the course description to the Office of the Superintendent. Once reviewed, a copy will be emailed to the employee. Upon completion of the course, an official transcript must be submitted to the Office of the Superintendent.

Course Title	Course #	Institution	Start Date

Amount of Reimbursement Requested: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_

**Principal/Director Approval**     Yes     No

\_\_\_\_\_ Date: \_\_\_\_\_

**Superintendent Approval**     Yes     No

\_\_\_\_\_ Date: \_\_\_\_\_

## Tuition Reimbursement

Pursuant to Article XXVIII, Section C of the Agreement between the Winchendon School Committee and the Winchendon Teachers' Association, teachers who take graduate level courses in the area of licensure, board certification courses, related to their teacher assignment, or courses clearly related to their individual professional development plan shall be entitled to reimbursement in the amount of up to \$1,000 per course. Teachers shall be reimbursed for tuition expenses for up to two graduate courses per fiscal year, with a grade of B or better. Reimbursement requests will be prioritized according to the following criteria:

1. In order of date received as noted on this form.
2. First requests for individuals are prioritized over second requests for individuals during the same school year.
3. Proof of payment must include a receipt from the college or university, must specify the cost of the course, the date payment was made, and the receipt needs to match the institution listed on the official transcript. Screenshots will not be accepted.
4. All documentation required for the course requirements must be submitted to the Superintendent's Office by October 1 for Summer courses, January 15 for fall courses, and May 30 for Spring courses. For courses ending after this date, all documentation must be submitted by June 15. If the required documentation is not received by a reimbursement cycle deadline, the reimbursement will not be processed.
5. Teachers must remain employed by the district at the time of reimbursement in order to be eligible.

In order to be considered for reimbursement:

1. Submit this form, along with the course description and proof of payment of the course to the Superintendent's Office. The form must be approved by the building principal/director before submission to the Superintendent.
2. After course completion, submit an official transcript showing successful completion of the course by the deadlines listed above.

**Superintendent Approval for Reimbursement**     Yes     No

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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Central Office Use Only:

Date Transcript Received: \_\_\_\_\_ Course Grade Received: \_\_\_\_\_

Date Reimbursement Processed: \_\_\_\_\_

Amount of Reimbursement: \_\_\_\_\_

Authorized by: \_\_\_\_\_