

Request for Course Approval & Tuition Reimbursement Form

HAVERHILL PUBLIC SCHOOLS - Office of Human Resources

Secretaries Unit

PART 1:

Procedures for requesting course approval are as follows:

- Complete the Request for Course Approval & Tuition Reimbursement Form and submit to Krysten Howell in Human Resources.
- Per the **CBA Between Haverhill School Committee and the Haverhill School Secretary Association Article II - Elections & Salaries 8. College Credit** *“For each three semester hours completed by a clerical unit employee in a related and approved field of study, the employee will be paid \$100 following completion of each course. This will be a one-time payment for each three semester hour course approved in advance by the central office administration. This one-time payment shall not exceed fifteen (15) credit hours or \$500 in any one year. Employees shall submit supporting documentation requesting the one-time payment by July 15th and payment will be paid no later than September 15th.”*

Please Print

Date:	Secretary Name:	Building:
Secretary Address:		
Name of Accredited College/University:		
Title of Course:		Number of Credits:
Date Course Begins:	Date Course Ends:	Will you be seeking tuition reimbursement for this course: <input type="checkbox"/> Yes <input type="checkbox"/> No
How does the course support and relate to your current assignment:		
Secretary Signature (By signing, I attest all information provided to be accurate):		Date:
Approved By (Director of HR):		Date:

PART 2:

Procedures for requesting tuition reimbursement are as follows:

- Provide evidence of completed Course Approval & Tuition Reimbursement Form that has been authorized prior to taking the course(s). ***Forms submitted without prior approval will not be considered.***
- Provide official transcripts verifying the college/university, name of employee, title of course, date course was completed.
- Please refer to the Collective Bargaining Agreement Between the HSC and HSA for clarifying information regarding course approval and tuition reimbursement guidelines.

Amount of reimbursement requested: \$ _____

Approved By (Director of HR):	Date:
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Central Office Use Only

School Year: 2023-2024

Submission Date for Reimbursement: _____

Amount Reimbursed: \$ _____

Received By: _____