Request for Course Approval & Tuition Reimbursement Form (Nurse)

HAVERHILL PUBLIC SCHOOLS - Office of Human Resources

PART 1: *Course approval does not guarantee tuition reimbursement Procedures for requesting course approval are as follows:

Complete the Request for Course Approval & Tuition Reimbursement Form (Nurse) and submit to Krysten
Howell in Human Resources with an attached copy of the course description or program outline for verification

- ☐ Members are responsible for submitting all of the required information on the Course Approval & Tuition Reimbursement Form before the course is approved. Any submissions with missing documentation will be sent back to the educator. Forms submitted for approval after the start of the course will not be considered.
- In the event circumstances arise which result in any alteration(s) in the information recorded on this form, it is

ate:	Nai	me of Nurse:	School/I	Bldg:
ame of	Accredited Colleg	e/University:	I	
itle of C	Course:		# of Credits: _	Undergrad ☐ Graduate ☐ In-service
Date Course Begins:		rse Begins: Date Course Ends:		ing tuition reimbursement for this course:
			☐ Yes ☐ No	
ourse D	Description:	•	•	
mploye	e Address:			
		ning, I attest all information pro	ovided to be accurate):	Date:
	1D (D;) (I	ID)		D.
pprove	d By (Director of I	IR):		Date:
<mark>RT 2:</mark> ocedure □		uition reimbursement are a		rsement Form that has been authorized pri
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Submission Date for Reimbursement:

11.20.2023 klh

Received: Paid Receipt \square Yes Official Transcript \square Yes