

# Request for Course Approval & Tuition Reimbursement Form (ESP)

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 (ESP) 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 the educator's responsibility to notify Krysten Howell in Human Resources in writing immediately.

Please Print

|  |                    |  |
|--|--------------------|--|
| Date:  | Name of ESP:       | School:  |
| Name of Accredited College/University:   |                    |  |
| Title of Course:   | # of Credits: ____ | <input type="checkbox"/> Undergrad <input type="checkbox"/> Graduate<br><input type="checkbox"/> In-service            |
| Date Course Begins:  | Date Course Ends:  | Will you be seeking tuition reimbursement for this course:<br><input type="checkbox"/> Yes <input type="checkbox"/> No |
| How does the course relate to your current assignment and support the educational needs of HPS students: |                    |  |
| Educator Address:  |                    |  |
| Educator Signature (By signing, I attest all information provided to be accurate):                       |                    | Date:  |
| Approved by Human Resources:   |                    | 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. Approval for Part 1 does not guarantee reimbursement.***
- ☐ Provide official transcripts verifying the college/university, name of employee, title of course, date course was completed and a grade of B or better.
- ☐ Provide paid receipt for course. Reimbursement shall be at the rate of one hundred forty (\$140.00) per credit, not to exceed four hundred twenty dollars (\$420.00) per course. ***Fees and PDP's are not eligible for reimbursement.***
- Submit the proper documentation to Human Resources within thirty (30) days of completing the course and the reimbursement will be paid within sixty (60) days of receipt of required documentation. ***Any tuition payments that were dispersed within two (2) years from the date of resignation, will be reimbursed to the district by the ESP.***
- Please refer to the Collective Bargaining Agreement Between the HEA ESP Unit and HSC for clarifying information regarding course approval and tuition reimbursement guidelines.

Amount of reimbursement requested (attach paid receipt): \$ \_\_\_\_\_

|                              |       |
|------------------------------|-------|
| Approved by Human Resources: | Date: |
|------------------------------|-------|

**Central Office Use Only**

**School Year: 2025-2026**

Received: Paid Receipt ☐ Yes Official Transcript ☐ Yes Submission Date for Reimbursement: \_\_\_\_\_

Account # 4241400.4.2356.6332.33.000.04.10

Amount Reimbursed: \$ \_\_\_\_\_