

East Granby Board of Education

Request for Tuition Reimbursement

To qualify for reimbursement for a course, the course must be at an accredited college or university pre-approved by the Superintendent in a planned program pertinent to the teacher's teaching position. Teachers shall be reimbursed for the cost of graduate courses successfully completed with a minimum grade of B or the equivalent. Teachers may be reimbursed for up to six (6) credit hours per year. The reimbursement rate shall be fifty percent (50%) of the in-state per credit cost of similar graduate courses at the University of Connecticut. Reimbursements shall be disbursed on or about June 30th. If requests exceed the amount of the fund, all reimbursements to applicants shall be reduced on a prorated basis, except that tuition reimbursement will not be granted to any teacher who leaves the district of their own accord or whose contract has not been renewed for cause.

Please submit the following documentation along with this form:

- ✓ Approved Planned Program and Course Request Form
- ✓ Proof of Completion with a Minimum Grade of B or the equivalent

Check Payable to: _____

Address / School: _____

Signature: _____ Date: _____

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Superintendent's Approval: _____ Date: _____

Number of Credit Hours: _____ Reimbursement Amount: _____

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For Office Use Only:

Vendor #: _____

Charge Code: _____