

School Administrative Unit #42
Nashua School District
COURSE TUITION REIMBURSEMENT APPROVAL APPLICATION*

All applications must be submitted to the Human Resources Office for approval **prior** to starting the course. Approval is valid only for the course, place and time specified. Applications must be accompanied by a course description to fulfill IRS requirements. **Complete one application for the Summer, Fall-Semester 1 and Spring –Semester 2. There will be another enrollment period in the FALL for next Spring.**

All agreements for reimbursement are subject to the provisions of the appropriate Master Agreement.

Applicant's Name (Please Print): _____ Is this a new Address? _____

Home Mailing Address: _____

School Name: _____

Please check one: _____ Administrator _____ NTU Teacher Group _____ Para-Educator
 _____ Secretarial _____ Non-Affiliated Are you a part time employee? Yes _____ No _____

Are you in a program, if yes check the one that applies: _____ Graduate _____ Undergraduate _____ CAGS
 _____ Doctorate _____ Certification Program _____ Alternative Plan IV or V in Nashua School District

Name of College/University/Institution offering courses: _____

COURSE BEGINS	<u>I.D. # and NAME OF COURSE</u>	<u>CREDITS</u>	<u>ESTIMATED TUITION*</u>
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____

REFER TO YOUR APPROPRIATE CONTRACT IN REGARDS TO THE REIMBURSEMENT \$\$ PER YEAR

I understand that I must notify Human Resources if I am not taking a course, when the course is cancelled. I also understand that I am making a commitment of two years of service to the District following my last reimbursement, if I am employed as a teacher in the NTU bargaining unit. The commitment is not cumulative and starts after the final reimbursement. This commitment applies only if I voluntarily resign or retire. I agree to repayment of tuition reimbursement if I should voluntarily leave the District prior to the termination of the two- year commitment.

_____ Date

_____ Applicant's Signature

REIMBURSEMENT PROCEDURE:

Upon completion of course/workshop, a copy of the grade report/transcript, itemized statement indicating tuition, separate from fees, and proof of payment must be submitted to the Human Resources Office. Rate of reimbursement will be the prevailing percentage under the appropriate Master Agreement.

* You will only be reimbursed for 80% of the amount you requested. Please make sure the estimate safely covers the cost of the course. You may want to estimate on the high side. If your estimate is lower than the actual course, you will only be funded at 80% of your request.

For further information or if you have any questions, please call Jayne Boylan at 603-966-1009.

FOR ADMINISTRATIVE OFFICE USE ONLY

Funding Approved by: _____	\$ _____
	Funds Available