

**SUTTON PUBLIC SCHOOLS  
TUITION REIMBURSEMENT FORM  
July 1, 2008 - June 30, 2009**

DATE OF COURSE: \_\_\_\_\_

NAME: \_\_\_\_\_

School: ELC \_\_\_\_\_ ELEM \_\_\_\_\_  
MIDDLE \_\_\_\_\_ HIGH \_\_\_\_\_

Total cost of course: \_\_\_\_\_

(Please note: The current teacher contract states that reimbursement is not to exceed one half the Worcester State College graduate rate of a three credit course.)

Course Title: \_\_\_\_\_

College/University: \_\_\_\_\_

Signature: \_\_\_\_\_

Please attach a copy of the Course Approval Form **SIGNED** by the superintendent **AND** a copy of the grade report from the college/university. Also, a copy of your paid receipt from the college must be included.

**PLEASE NOTE: ALL** forms must be submitted to the Business Office **NO LATER THAN JUNE 1** for payment. If you do **NOT** have your grade you must submit it as soon as possible. (The Course Approval and Reimbursement form for any course(s) that you are taking should be submitted with or without your grade.) All forms received **AFTER** June 1 will be sent to the superintendent.

The Business Office will only accept this form for all tuition reimbursements in the '08-'09 school year. Please disregard all other forms that you may have.