

# Bourne Public Schools

36 Sandwich Road  
Bourne, MA 02532  
508.759.0660  
508.759.1107 (fax)

## Tuition/Course Reimbursement Request

Initial requests to take an outside course must be approved through PDEExpress before this form can be submitted.

Please attach:

- a) A **transcript or Record of Attendance** indicating successful completion of course.
- b) A **receipt** for the tuition

\*\*\*\*This form **CANNOT** be processed unless ALL of the above are included\*\*\*\*

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

I have completed the following course(s) previously approved for tuition reimbursement:

Course Title	Hours	Credits	BEG/END Dates

Graduate Level:  Yes  No

Sponsoring Institution: \_\_\_\_\_

Total amount of tuition reimbursement to be claimed \$ \_\_\_\_\_

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date

\*\*\*\*\*

Your request for reimbursement is  Approved  Not Approved.

\_\_\_\_\_  
Superintendent

\_\_\_\_\_  
Date

Amount to be applied toward maximum allowed per contract: \$ \_\_\_\_\_

Account to be charged: \_\_\_\_\_