Tuition Reimbursement Request Form

The Marblehead Public Schools Tuition Reimbursement Program is designed to allow educators the opportunity to continue their education and professional learning. For more details about the Tuition Reimbursement Program, please refer to the information outlined in your respective unit contract linked here. All courses approved through the Tuition Reimbursement Program must be completed, and all required forms/documents must be submitted within the fiscal year in which the request is made.

If you are interested in taking a course through an accredited college or university for **reimbursement,** the following steps must be completed in advance of the start of the course:

1) Electronically submit this completed form and the course syllabus/description to the Superintendent's designee, the Assistant Superintendent of Teaching and Learning, Julia Ferreira (ferreira.julia@marbleheadschools.org).
2) Once this form and the course syllabus/description are received, your request will be reviewed, and you will be notified via email if your request is approved.
3) If approved, please register for the course and save the course payment receipt, which will be submitted after the course is completed.
4) **Once the course is completed**, submit the following documents to finalize the course reimbursement:
   a) Official transcript with a B- average or better, and
   b) A copy of the proof of purchase/payment verification for the course.

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Your name: _____   Today's date: _____

Your position: _____   Your school: _____

Cost of course: _____   Dates of course: _____

Accredited college or university: _____

Course Title:_____

For Unit A *only*:
1) Is this course for movement on the salary scale/lane change for the next school year?

Yes   **No**

2) Is this course in your area of certification?   **Yes**   **No**

Administrative Section

Approved   Denied   *Estimated reimbursement:* _____

Superintendent or Assistant Superintendent of Teaching and Learning Signature: _____

Date: _____

Updated April 2025