

# Request for Course Approval & Tuition Reimbursement Form

HAVERHILL PUBLIC SCHOOLS - Office of Human Resources

## Secretaries Unit

**PART 1:**

**Procedures for requesting course approval are as follows:**

- Complete the Request for Course Approval & Tuition Reimbursement Form and submit to Krysten Howell in Human Resources.
- Per the **CBA Between Haverhill School Committee and the Haverhill School Secretary Association Article II - Elections & Salaries 8. College Credit** *“For each three semester hours completed by a clerical unit employee in a related and approved field of study, the employee will be paid \$100 following completion of each course. This will be a one-time payment for each three semester hour course approved in advance by the central office administration. This one-time payment shall not exceed fifteen (15) credit hours or \$500 in any one year. Employees shall submit supporting documentation requesting the one-time payment by July 15th and payment will be paid no later than September 15th.”*

**Please Print**

Date:	Secretary Name:	Building:
Secretary Address:		
Name of Accredited College/University:		
Title of Course:		Number of Credits:
Date Course Begins:	Date Course Ends:	Will you be seeking tuition reimbursement for this course: <input type="checkbox"/> Yes <input type="checkbox"/> No
How does the course support and relate to your current assignment:		
Secretary Signature (By signing, I attest all information provided to be accurate):		Date:
Approved by Human Resources:		Date:

**PART 2:**

**Procedures for requesting tuition reimbursement are as follows:**

- Provide evidence of completed Course Approval & Tuition Reimbursement Form that has been authorized prior to taking the course(s). **Forms submitted without prior approval will not be considered.**
- Provide official transcripts verifying the college/university, name of employee, title of course, date course was completed.
- Please refer to the Collective Bargaining Agreement Between the HSC and HSA for clarifying information regarding course approval and tuition reimbursement guidelines.

Amount of reimbursement requested: \$ \_\_\_\_\_

Approved by Human Resources:	Date:
------------------------------	-------

**Central Office Use Only**

**School Year: 2025-2026**

Submission Date for Reimbursement: \_\_\_\_\_

Amount Reimbursed: \$ \_\_\_\_\_