

Check one:

___ Initial application for Approval

___ Follow-up application for reimbursement

TANTASQUA TEACHERS' ASSOCIATION
EDUCATIONAL SUPPORT PROFESSIONALS
UNIT C

PROFESSIONAL DEVELOPMENT
APPLICATION FOR APPROVAL &
REIMBURSEMENT FOR 3 CREDIT COURSE(S)

(Individuals are eligible to receive up to two (2) such reimbursements in a given school year.)

NAME: _____ DATE: _____

SCHOOL & POSITION: _____

- **Directions for pre-approval:** Application must be submitted in duplicate and both copies forwarded to the Superintendent for action. One copy will be returned to applicant after disposition of the application.

Initial requirements:

1. Superintendent's approval
2. Course must be related to individual's employment

- **Directions for reimbursement:**

1. Submit copy of application with Superintendent's pre-approval signature.
2. Submit evidence of successful completion of course, i.e. an official transcript.
3. Submit evidence that the tuition payment was made for the course. Educational Support Professionals will be reimbursed up to the equivalent tuition cost of a three credit course at Worcester State College. Tuition cost to be determined by the semester during which said course is taken. Individuals are eligible to receive up to two (2) such reimbursements in a given school year.

COURSE INFORMATION

In accordance with ARTICLE 5 C.2 Professional Development of the agreement between the Tantasqua Regional School Committee and the Tantasqua Teachers Association Unit C (Educational Support Professionals), I apply for approval in advance of the following course(s):

Name of College Course(s) & Brief Description	#of Credits	Name of College
1. _____	_____	_____
2. _____	_____	_____

Signature of Applicant

___ APPROVED
___ NOT APPROVED

Signature of Superintendent of Schools