

HOLLISTON PUBLIC SCHOOLS

TUITION REIMBURSEMENT FORM

In order to process your request for Tuition Reimbursement, the following procedures must be followed:

- _____ **Receive Approval from Superintendent prior to taking course.**
- _____ **Include proof of payment for course credits.**
- _____ **Include transcript/grade report from school or institution.**
- _____ **Forward documents to Robin Tusino at Central Office within sixty (60) days of completion of course.**

Refer to Article IV, Section D and E of the HFT Contract for further information.

Your Name: _____

Date of Reimbursement Request: _____