

School Administrative Unit #42

Nashua School District

COURSE TUITION REIMBURSEMENT APPROVAL APPLICATION\*

All applications must be submitted to the Human Resources Office for approval **prior** to starting the course. Approval is valid only for the course, place and time specified. Applications must be accompanied by a course description to fulfill IRS requirements. **Complete one application for the Summer, Fall-Semester 1 and Spring –Semester 2. There will be another enrollment period in the FALL for next Spring.**

All agreements for reimbursement are subject to the provisions of the appropriate Master Agreement.

Applicant's Name (Please Print):

Is this a new Address?

Home Mailing Address:

School Name:

Please check one:  Administrator

NTU Teacher Group

Para-Educator

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- 1.
- 2.
- 3.

**TUITION REIMBURSEMENT FOR TEACHERS IS CAPPED AT \$3000 PER TEACHER IN ANY SCHOOL YEAR**

I understand that I must notify Human Resources if I am not taking a course, when the course is cancelled. I also understand that I am making a commitment of two years of service to the District following my last reimbursement,

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Funding Approved by:

\$ Funds Available