



Torrington Public Schools

## TUITION REIMBURSEMENT REQUEST FORM

### TEACHER (TORRINGTON EDUCATION ASSOCIATION, TEA)

Application Deadline = May 15<sup>th</sup>

Employee's Name

Date

Assigned School

Position

Course Name (# if Applicable)

Institution

Date Course Began

End (Anticipated) Date

Please attach:

- Transcript (unofficial or official)
- Proof of payment
- Course Description for "out of subject area" courses, if applicable; include justification for request

I certify that I have met the criteria for tuition reimbursement as stated in Article 35 of the Collective Bargaining Agreement between the Torrington Board of Education and the Torrington Education Association.

\_\_\_\_\_  
Employee Signature

Date

\_\_\_\_\_  
Building Principal Signature

Date

\_\_\_\_\_  
Superintendent (designee) Signature

Date