

# Medford Public Schools

489 Winthrop Street, Medford, Massachusetts 02155



To: Medford Public Schools Teachers

From: Faiza Khan, Director of Mathematics

Date: November 4, 2024

Re: **Tuition Reimbursement Procedures**  
**Deadline Reminder: December 1, 2024**

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## Step 1: [Tuition Reimbursement Pre-Approval](#)

- You must read this form in its entirety (especially the **Reimbursement Requirements and Checklists for Steps 1 and 2**) and submit the required documents along with this signed form to [tuitionreimbursement@medford.k12.ma.us](mailto:tuitionreimbursement@medford.k12.ma.us) **PRIOR** to taking any course that you may want to get reimbursed. Please be sure to complete and sign Section A before submission.
- **Application Deadlines: August 1, December 1, and May 1**
- A completed [W9 form](#) needs to be submitted along with your request (and as a part of Step 1) if you have not already applied for reimbursement in the past. You will be assigned a vendor number for reimbursement.
- You will receive an email within 2 weeks of the deadline, with the signed form and completed Section B, to inform you if your course was approved for tuition reimbursement.

## Step 2: [Request for Tuition Reimbursement](#)

- **Please note there is no Step 2 without Step 1 (Pre-Approval). If Pre-Approval for a course was not applied for and/or granted, we will be unable to honor the request to use the course for a Tuition Reimbursement.**
- You do NOT need to attach previously required materials (Step 1), such as course syllabi, course descriptions, accreditation statements, or other ancillary materials.
- You DO need to attach the following:
  - Previously approved/signed Tuition Reimbursement Form **only**.
  - Proof of course completion with a grade of B or better. Official transcripts should be provided as documentation. If an official transcript is not available, then a clear grade report with institution name, institution phone number, date the course was completed/grade awarded, course title that correlates to the previously approved Request for Tuition Reimbursement Form, and the grade awarded may be accepted instead of an official transcript.
  - Invoice from the institution/university **and** proof of payment (receipt or credit card statement).