

**MILTON PUBLIC SCHOOLS
MILTON, MASSACHUSETTS**

**MASTER'S DEGREE COURSE REIMBURSEMENT
FORMS AND INSTRUCTIONS**

From Article XXII, section F of the Agreement between the MSC and the MEA:

“A teacher who is enrolled in a first Master’s degree program on the path towards professional licensure as a teacher (herein, a “Qualifying Program”) shall be reimbursed for tuition and fees of up to five hundred dollars (\$500) for each completed course which comprises a part of such Qualifying Program for up to two (2) such completed courses per year and a maximum of one thousand dollars (\$1,000) per year.”

Instructions for Course Reimbursement

1. Teachers must enroll in a first Master’s degree program on the path towards professional licensure.
2. Teachers must complete “Prior Approval – Form A”, enclose a proof of enrollment in the Master’s degree program on the path towards professional licensure, a proof of enrollment in the course from the college/university, and submit that application at the Office of the Superintendent prior to commencement of the course.
3. Teachers must then complete the course and achieve a grade of “B” or better (or, in the case of a so-called “Pass-Fail” course, a passing grade or better).
4. Teachers will then complete “Course Reimbursement – Form B”, enclose an official transcript of the completed course, and enclose an acceptable proof of payment for the completed course.

List of Acceptable forms of Proof of Payment

If paid by personal check:

- A receipt from the college/university
- A copy of the processed check

If paid by credit card:

- A receipt from the college/university
- A copy of the credit card statement credit card showing the purchase

If paid by cash:

- A receipt from the college/university with your name and address printed on the receipt

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PRIOR APPROVAL FORM – A

Please fill out this form clearly, attach a proof of enrollment in the Masters Degree program and a proof of enrollment in the course from the college/university and submit the signed application to the Office of the Superintendent.

Print Your Name

Print your School

Title of Course

Name of College/University

Start – End Dates of Proposed Course

Subject Area of Professional Licensure that you are seeking

I have attached a letter from my University/College that shows my enrollment in a Masters Degree Program.

Your Signature

Date

Signature of Your Building Principal

Date

Below this line is for Office Use only



Course Approval Signature of Assistant Superintendent

Date

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MASTER'S DEGREE COURSE REIMBURSEMENT

COURSE REIMBURSEMENT FORM – B

Please fill out this form clearly, enclose an original copy of an official transcript showing the final grade of the completed course, and enclose an acceptable proof of payment (Please refer to the list of acceptable proofs of payment listed on page 1 of these forms) to the Office of the Superintendent.

Print Your Name

Print your School

Your Address

Your City, State, Zip

Title of Completed Course

Name of College/University

I have enclosed an official transcript of the completed course

I have enclosed an acceptable proof of payment for this course

Your Signature

Date