

Appendix E

Torrington Board of Education

Application for Tuition Reimbursement – Certified Teacher

Application Deadline: May 15

Employee's Name: _____ Date: _____

Assigned School _____

Position _____

Course Name (# if Applicable) _____

Institution: _____

Date Course Began: _____ End (anticipated) date: _____

Cost Of Course: _____

Attach i) transcript, ii) proof of payment and iii) course description; for "Out of subject Area" courses, please include justification for request.

I have met the criteria for tuition reimbursement as stated in Article 36 of the T B of E/TEA contract.

Employee Signature _____ Date _____

Building Principal Signature _____ Date _____

Superintendent (designee) Signature _____ Date _____