



## Superintendent's Circular

School Year 2011-2012

NUMBER:  
HRS-PP4

DATE:  
September 1, 2011

### TUITION REIMBURSEMENT FOR MEMBERS OF THE ADMINISTRATIVE GUILD

#### Eligible Members

To be eligible to receive tuition reimbursement, members of the Administrative Guild must have served at least one full school year commencing on September 1 prior to the year in which the tuition reimbursement application is filed.

#### Eligible Courses

All course work must be approved by the Assistant Superintendent of Human Resources, consistent with current policy. Courses that will generally be approved are those offered by an accredited degree-granting institution which grant a transcript upon successful course completion. Tuition reimbursement shall be limited to courses that have begun after September 1, 2004.

#### Application Process

In order to receive tuition reimbursement payments, eligible employees must submit:

- **A signed Form PS-03** (Personnel Action Request Form). In the "Pay Adjustment" section of this form write in "Tuition Reimbursement." Sign and date the form in the "Originator's Signature / Date" block.
- **An Official Original Transcript.** An official original transcript clearly indicating that course credit was awarded or indicating satisfactory course completion.
- **Documentation of Tuition Payment.** This documentation may be in the form of a receipt of payment or a credit card statement indicating that payment was made to the institution from which courses were taken and credit was granted.

The materials should be submitted to:

Arlene Witt  
Office of Human Resources  
Boston Public Schools  
26 Court Street, 3<sup>rd</sup> Floor  
Boston, MA 02108  
Phone: 617-635-9623  
Email: [awitt@boston.k12.ma.us](mailto:awitt@boston.k12.ma.us)

#### Payment of Tuition Reimbursements

Tuition Reimbursements will be issued within 60 days of the receipt by the Office of Human Resources of all required application documentation as listed above.

For more information about this circular, contact:

<b>Name:</b>	Arlene Witt
<b>Department:</b>	Human Resources
<b>Mailing Address:</b>	26 Court Street, Boston, MA 02108
<b>Phone:</b>	617-635-9623
<b>Fax:</b>	617-635-7957
<b>E-mail:</b>	<a href="mailto:awitt@boston.k12.ma.us">awitt@boston.k12.ma.us</a>

Carol R. Johnson, Superintendent