



Teacher / Tuition Reimbursement Pre-Approval Request Form

PRPIL Program

NAME:

SCHOOL:

EMP ID:

NAME OF PROGRAM: **CLASS MEASURES ~ PRPIL PROGRAM**

PROGRAM START DATE:

EST. END DATE:

Tuition Reimbursement for Teachers is currently \$1250.00 per academic year (July 1-June 30)
To qualify, you must receive a pre-approval email from Human Resources before you start the program.

Reimbursement is based on completion of the program

The current cost of the program is \$2400.00 and will be paid out over two academic years (July 1 to June 30)

STEPS TO REQUEST REIMBURSEMENT

Step 1- Request pre-approval

Submit the following to Human Resources:

- Pre-approval Request Form
- Letter of acceptance into the PRPIL Program from Class Measures

Step 2 - Completion of the Program

Submit the following to Human Resources:

- Evidence of completion of the program
- Proof of payment from Class Measures

Step 3 - Reimbursement

- Upon receipt of the above, your request will be submitted to accounts payable for reimbursement.
 - Payments will be made over two academic years.
 - First year \$1250.00
 - Second year - \$1150.00
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In order to complete your tuition reimbursement request,
you must submit the required documentation to Lisa Lantiegne in Human Resources.

Lisa.lantiegne@lawrence.k12.ma.us.