



## Cohasset Public Schools

### REQUEST FOR TUITION PAYMENT FORM

Use one form for each course. Each form must be accompanied by:

- ✓ Copy of the approved course request form.
- ✓ Transcript
- ✓ Proof of payment of tuition charges (copy of a canceled check, credit card receipt, student account statement of charges and payments from the institution, etc.).

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*Please Print*

Date: \_\_\_\_\_ Name: \_\_\_\_\_

Assigned School: \_\_\_\_\_

Course Title: \_\_\_\_\_ Date Approved: \_\_\_\_\_

Name of Institution Granting Credit: \_\_\_\_\_

Semester Hours of Credit to be Awarded \_\_\_\_\_

Date Class Began: \_\_\_\_\_ Date Class Ended: \_\_\_\_\_

Tuition Costs: \$ \_\_\_\_\_

Other Required Fees (Specify)

\_\_\_\_\_ \$ \_\_\_\_\_  
\_\_\_\_\_ \$ \_\_\_\_\_

Total Charges Eligible for Reimbursement: \$ \_\_\_\_\_

**ARTICLE XVIII - Tuition Payment**

- A. Reimbursement subject to the limitations set forth in Article XVIII of the CTA contract. An official college transcript must be furnished before payment is made.
- B. Courses taken under this Article must have a reasonable relationship to the teacher's assignment and must be approved in advance by the Superintendent of Schools.

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**FOR SUPERINTENDENT'S OFFICE ONLY**

**Verification**

- ☐ Copy of the approved course request
- ☐ Transcript
- ☐ Proof of payment of tuition charges

Amount Authorized for Payment: \$ \_\_\_\_\_

Superintendent's Signature \_\_\_\_\_ Date: \_\_\_\_\_