

Littleton Public Schools  
Littleton, Massachusetts



**PART A**

**PART A**

**TUITION ASSISTANCE PROGRAM**

(As set forth in Tuition Assistance Policy adopted by Littleton School Committee June 12, 1969 and as amended in LEA/School Committee Contract for 2003-2006)

**PART A: APPLICATION FOR APPROVAL – COURSE / WORKSHOP or CONFERENCE**  
**APPROVAL MUST BE RECEIVED PRIOR TO REGISTRATION**

Name of Applicant: \_\_\_\_\_

Position & Location: \_\_\_\_\_

Home Address: \_\_\_\_\_  
Street City State Zip

Title of Course/Workshop/Conf. \_\_\_\_\_  
(Attach information from **Course Catalog** or **PD Brochure** that describes course/workshop/conference content and **lists tuition cost**)

College/University/Professional Organization: \_\_\_\_\_  
City State

Dates: From \_\_\_\_\_ To: \_\_\_\_\_ Number of Credits for Course: \_\_\_\_\_

The Cost of **Tuition**: \$ \_\_\_\_\_

The credits received in this course will apply towards licensure or recertification  YES  NO Date of Anticipated Completion \_\_\_\_\_  
The credits received in this course will apply toward an advanced degree  YES  NO Date of Anticipated Completion \_\_\_\_\_  
The credits received in this course will apply toward a lane change  YES  NO Date of Anticipated Completion \_\_\_\_\_

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Before signing this form, please read the Littleton Public Schools Tuition Assistance Program Requirements & Guidelines – Updated August 2014.*

**The Principal or PPS Director will complete this section with the applicant and forward to Director of Curriculum**

**Please check all that apply:**

Course/Workshop is related to applicant's current or anticipated assignment: \_\_\_\_\_ Yes \_\_\_\_\_ No  
Course/Workshop supports Massachusetts Curriculum Frameworks: \_\_\_\_\_ Yes \_\_\_\_\_ No  
Course/Workshop supports Individual Professional Development (IPDP): \_\_\_\_\_ Yes \_\_\_\_\_ No

\_\_\_\_\_ I recommend enrollment \_\_\_\_\_ I do not recommend enrollment

Comments: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Principal or PPS Director

\_\_\_\_ This Course/Workshop/Conf. is **Approved** for Tuition Assistance \_\_\_\_ This Course/Workshop/Conf. is **NOT Approved** for Tuition Assistance

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Director of Curriculum

**NOTE: Please retain this Approved Application (Part A) for Re-Submission with the documentation for Tuition Reimbursement (Part B).**



## APPENDIX D

TUITION ASSISTANCE (Adopted by School Committee as policy-June 12, 1969)

The School Committee shall allow payment for approved, successfully completed courses toward professional improvement at 100 percent (100%) of the total cost, said payment not to exceed \$2,000 per professional staff member per year.

Application for tuition assistance must be made in writing on forms which shall be provided by the Central Office. All requests are subject to the approval of the Superintendent of Schools.

Payment for tuition assistance may, at the request of the staff member, be made in advance.

If payment is made in advance and the course is not successfully completed, the advance payment will be deducted from the teacher's salary.

NOTE: Professional Development Reimbursement is limited to the cost of tuition, fees, workshops, seminars etc. Additional costs such as textbooks, registration fees, and similar expenses are not payable under this policy. One thousand dollars (**\$1000**) of the tuition reimbursement will be available for other forms of professional development, e.g. workshops, seminars, on-campus professional development and conferences.

### Directions for Approval of Course, Workshop or Conference

1. Please read the Tuition Assistance Program Requirements and Guidelines.
2. Prior to registering for the course, workshop or conference fill out an ***Application for Approval - Part A***. This form is available on the LPS web site. Please complete one form per course and attach a course description from the course catalog listing course content, tuition, credits. Follow same procedure for workshops and conferences.
3. Submit **Part A** to your building principal or to the PPS Director if you have a district-wide PPS position. Applications submitted after the course begins **will not be approved**.
4. The Principal or PPS Director will review the Approval request for alignment with current assignment and IPDP and forward to the Director of Curriculum for final approval of Tuition Assistance.
5. A copy of **Part A** with Approval or Non-Approval of Tuition Assistance will be returned to you within ten (10) school days after submission to the Principal / PPS Director.
6. You are responsible for enrollment and tuition costs for approved coursework, workshop or conference.

*It is the policy of the Littleton Public Schools not to discriminate on the basis of race, gender, religion, national origin, color, homelessness, sexual orientation, gender identity, age or disability in its educational programs, services, activities or employment practices. Further information may be obtained by contacting Justine Muir, District Equity Coordinator at 978-540-2500, [jmuir@littletonps.org](mailto:jmuir@littletonps.org) or 33 Shattuck Street, P.O. Box 1486, Littleton, MA 01460.*

*Our mission is to foster a community of learners who strive for excellence and prepare each student to be a successful, contributing citizen in a global society.*