

**Montpelier Public School
Continuing Education
Credit Reimbursement**

Name: _____

Date: _____

College	Course	Number of Credits	Cost

2023-2025 Teachers will receive reimbursement to help assist with the costs of continuing education and/or to pursue a master's degree. Continuing education courses will be reimbursed up to \$100 per credit. Coursework that contributes to a master's degree will be reimbursed up to \$200 per credit providing it is in an education or related field determined by the superintendent. All master's degree seeking coursework requires a written request for approval from the superintendent before enrolling. Teachers must turn in transcripts showing completion of coursework and a receipt of the costs for the coursework for reimbursement.

Please attach receipt and copy of transcript.

Credits _____ x _____ = _____

_____ x _____ = _____

Total Request \$ _____

Please pay reimbursement via direct deposit. (Will be same account as payroll direct deposit.)

Please pay reimbursement via check. *I will cash promptly.* Bank charges a stop payment fee of \$25 per lost check.
