

MAINE INDIAN EDUCATION  
Beatrice Rafferty, Indian Island, and Indian Township Schools



**REQUEST FOR REIMBURSEMENT FOR COLLEGE-LEVEL COURSES**

TO: SUPERINTENDENT OF SCHOOLS, MAINE INDIAN EDUCATION

FROM: \_\_\_\_\_ POSITION: \_\_\_\_\_

SCHOOL: \_\_\_\_\_ DATE OF REQUEST: \_\_\_\_\_

In order for a teacher, administrator, or paraprofessional to receive reimbursement for any approved course(s), the employee must submit a written request for reimbursement of the tuition rate paid by the school committee within sixty (60) calendar days of receipt of written notification of satisfactory completion of the course. The sixty (60) days submission requirement may be waived by mutual written agreement between the Superintendent and the employee.

Name of Course(s)	Course No.	No. of Credits	Dates	Tuition Cost
_____ / _____	_____ / _____	_____ / _____	_____ / _____	_____ / _____
_____ / _____	_____ / _____	_____ / _____	_____ / _____	_____ / _____
_____ / _____	_____ / _____	_____ / _____	_____ / _____	_____ / _____

NOTE: Attach transcript(s) or proof of completion of course(s) and receipts to this form.

(Superintendent's Office Use Only)  
APPROVAL OF PAYMENT

TO: Bookkeeper

FROM: Superintendent, MIE

Make payment to \_\_\_\_\_ for course(s) and amounts listed below.

Name of Course – Number	Amount to be paid
_____	_____
_____	_____
_____	_____

\_\_\_\_\_  
Superintendent of School's Signature

\_\_\_\_\_  
Account Number