



Continuing Education Fund
AFSCME Local 1526
Boston Public Library
Boston, MA 02116
Phone: 617-859-2311
Fax: 617-262-5554
local1526@gmail.com

CONTINUING EDUCATION FUND APPLICATION

Boston Public Library AFSCME Local 1526 members may apply for tuition reimbursement each fiscal year, funds permitting, for courses that they take to further their education or career growth. The Fund may authorize full or partial payment up front and reimbursement for a course will be approved with a grade of “2.0” or better, a “C” or better, or a “Pass” grade (if the course is only offered on a “Pass/Fail” basis), depending on the school’s grading method.

Name: _____ Date: _____

Dept/Branch: _____

Work Phone: _____ Date of Hire: _____

E-Mail: _____

Best way and time to reach you: _____

Do you require flexible schedule or excused time to complete the course?

Yes No

If yes, has it been approved (attach)? Yes No

Institution/College: _____

Date of First Class: _____ Date of Last Class: _____

Course Title: _____

Tuition Cost and Fees: _____

Employee Signature

Date

AFSCME Local 1526 Continuing Education Fund Application

ATTACH: Appropriate documentation, registration receipts, etc.

ATTACH: Flexible schedule request (if applicable)

For Committee use only:

Reviewed by: _____

Date: _____

Approved by Committee on _____ (date)

Commitment letter sent on _____ (date)

Not approved by Committee on _____ (date)

Notified on _____ (date)