

# REQUEST FOR TUITION REIMBURSEMENT



\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Department Name & Number

\_\_\_\_\_  
Account Charged

\_\_\_\_\_  
Name and Address of Institution:

\_\_\_\_\_  
Dates of Classes:

\_\_\_\_\_

\_\_\_\_\_  
Semester:

\_\_\_\_\_

\_\_\_\_\_  
Course #:

\_\_\_\_\_

\_\_\_\_\_  
Course #:

\_\_\_\_\_  
Brief Course Description:

\_\_\_\_\_

\_\_\_\_\_  
Brief Course Description:

\_\_\_\_\_

Tuition: \$ \_\_\_\_\_ Associated Fees: \$ \_\_\_\_\_ Books: \$ \_\_\_\_\_

Total Reimbursement Request: \$ \_\_\_\_\_

\_\_\_\_\_  
Signature of Claimant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Department Head

\_\_\_\_\_  
Date

+++++

### Human Resources Office Use Only:

YES / NO Received course description   YES / NO Received receipt of payment   YES / NO Received grades  
Approved for enrollment: \_\_\_\_\_ Date: \_\_\_\_\_

Approved for reimbursement: \_\_\_\_\_ Date: \_\_\_\_\_

Total Reimbursement Approved: \$ \_\_\_\_\_

### **805.03.6 Amount of Reimbursement**

In order maximize the use of tuition funds; employees must consider obtaining instruction at the lowest possible cost to the City. Employees who have taken credits at the junior college level are encouraged to satisfy transferable general education credits before taking courses at the university level.

Tuition reimbursement will be provided for all courses taken by an eligible employee during the academic term. Total reimbursement for tuition, fees, and books assistance will be determined by the City Manager.

**Reimbursement applies only to tuition, fees, and required text books.** The City will not reimburse employees for other related expenses such as notebooks, binders, paper, calculators, computers, software, pencils, pens, and suggested reading materials.

Employees who receive other forms of financial aid, such as private scholarships or grants, assistance from a government agency, and/or veterans' benefits will be **reimbursed only for the difference between reimbursable expenses and the aid received from elsewhere.** Employees who receive other assistance *must* provide evidence of such assistance to the Human Resources Director.

### **805.03.7 Effect of Employment Termination**

To be reimbursed, employees must still be employed by the City when evidence of satisfactory course completion is submitted to the City.

### **805.03.8 Submission of Request**

**Before registering for a course**, an employee must submit a completed "Request for Tuition Reimbursement" to his or her Department Manager prior to the start of the course. *The employee must attach a copy of the course description from the course catalog or other publication.* The employee and the Department Manager will discuss the relevance of the course(s) to the employee's position and/or future goals with the City before submitting the request to the Human Resources Director.

**"Request for Tuition Reimbursement" forms are available upon request from the Human Resources Office.**

### **805.03.9 Human Resources Director's Role**

The Human Resources Director will review the request and decide whether or not the course fulfills the requirements of the policy and whether or not adequate funds are available. He or she will either approve or deny the request. In the event the request is denied, the Human Resources Director will notify the Department Manager and the employee. Rejections may be appealed in writing to the Human Resources Director within seven (7) calendar days of receiving the decision.

### **805.03.10 Registration**

**The employee may register for the course once the application is approved.**

### **805.03.11 Evidence of Satisfactory Completion**

Upon the satisfactory completion of approved course(s), the employee is required to submit certified transcripts of his or her grade(s) and canceled checks) or receipts for the approved course(s) to the Human Resources Director. Satisfactory completion shall mean that the employee received a grade of at least "C" or "Pass."

Courses where the employee receives a final grade of "D" or "Fail" will not be reimbursed. These documents must be attached to the original "Request for Tuition Reimbursement" form and submitted to the **Human Resources Director within thirty (30) days of completing the course.**

### **805.03.13 Reimbursement of City Costs if Employee Resigns**

If an employee who has received educational assistance voluntarily leaves the City's employ within two (2) years of receiving educational/financial assistance, he or she will be required to reimburse the City for the entire cost of their educational program as paid on their behalf by the City for books, tuition and fees.