



Application for Educational Reimbursement

BE SURE TO READ
THE POLICY ON THE BACK!

Employee Information	
Employee Name:	
Department & Job Title:	

Institution Information	
Name of Institution:	
Address/Location:	
Degree Sought:	

Is this an accredited College/University? Yes No

Dates class(es) begin and end: _____

Course Information					
Course # and Title	# of Credit Hours	x	Cost per credit	=	Reimbursement Requested
		X		=	
		X		=	

Will you receive any form of Financial Aid, such as lottery funds? Yes No

If yes, list source and amount granted: _____

Briefly explain how the above course(s) relates to your present position or future career goals with the Town:

I understand and agree that in order to be reimbursed for my tuition expenses I must meet all eligibility requirements and must follow the procedures listed in the policy. In order to receive reimbursement, I acknowledge that if I leave employment (voluntarily or involuntarily for any reason) within two years of the date of reimbursement I am responsible for paying back the entire tuition reimbursement benefit given to me. I authorize the Town to take these funds from my last pay check. If I owe more than the pay check, I will pay the Town within the next 30 days.

Employee Signature _____ Date: _____

Supervisor Signature _____ Date: _____

Department Head Signature _____ Date: _____

Town Administrator Signature _____ Date: _____

Approved Denied

Reason for denial: _____

Amount Approved for Payment: _____ Date: _____

Human Resource Generalist Signature _____ Date: _____



5.17 TUITION REIMBURSEMENT

TUITION REIMBURSEMENT

Provided that funds are available, and approval was granted prior to enrollment, the Town will pay up to \$500 per undergraduate course and up to \$700 per graduate course. Employees may be reimbursed for up to four courses per fiscal year based on the course start date.

Reimbursement is for tuition only. Charges for registration, books, and other supplies are not reimbursable.

To qualify for reimbursement, employees must meet the following requirements:

- Must be budgeted full-time employees who have successfully completed their introductory period
- Must receive training at an accredited college, university, business or technical school, or through a recognized professional affiliate, including accredited online colleges
- Courses normally must be taken on their own time
- Courses must be directly related to their job, must be a prerequisite of a degree, or must have a direct value to the Town as confirmed by the Human Resource Director. If relevancy is difficult to determine, the Town Administrator will make the final decision
- Approval must be secured in writing from the Department Manager, Human Resources, and the Town Administrator prior to registering for the course. A late request for tuition reimbursement normally will be denied
- Employees must receive a grade of "C" or better for an undergraduate course, a grade of "B" or better for a graduate course, or must pass or satisfactorily complete a non-credit course

Employees will be reimbursed for the actual cost of tuition minus any scholarships, lottery assistance, grants, or other discounts.

After completion of the course, employees should submit the statement detailing tuition paid (including any discounts) and their final grade report to Human Resources for approval.

When employees leave the Town, for any reason, within two years from the date of receiving tuition benefits, they must reimburse the Town for the entire amount received within those two years. The date of reimbursement for each course stands individually for purposes of looking back two years.

When the Town pays for certifications and employees leave the Town, for any reason, within two years of receiving incentive pay, they will repay the Town the full cost of certification.

For the tuition and certification benefits, employees will sign a form authorizing deduction from their last paycheck and acknowledge that they are responsible for paying the Town any unpaid balance remaining after their last paycheck.