



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	Class Cost	Discounts/Aid	Reimbursement Requested

If you receive any form of Financial Aid, such as lottery funds, grants, or discounts; list the amount above.

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

I understand and agree that to be reimbursed for my tuition expenses I must meet all eligibility requirements and must follow the procedures listed in the policy. 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 paycheck. If I owe more than the paycheck, I will pay the Town within the next 30 days.

Employee Signature \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature \_\_\_\_\_ Date: \_\_\_\_\_

Department Head Signature \_\_\_\_\_ Date: \_\_\_\_\_

Human Resource Director Signature \_\_\_\_\_ Date: \_\_\_\_\_

Approved  Denied  Human Resource Generalist Signature \_\_\_\_\_ Date: \_\_\_\_\_

Reason for denial: \_\_\_\_\_

Amount Approved for Payment: \_\_\_\_\_ 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.