



Tuition Reimbursement Request Form Non-Sworn Employees

Instructions

To request Pre-Approval for tuition reimbursement, complete this form and return it to your Department Director. A copy of the course description is also required. A receipt of payment will be required when submitting for reimbursement.

Employee Information

Name: _____ Employee Number: _____

Position: _____ Department: _____

Course Information

Course Name and Number: _____

Is course necessary to obtain degree? Yes No N/A

If yes, what degree? _____

Name of College or Institution: _____

Dates of Course: Starting ___ / ___ / ___ Ending ___ / ___ / ___

Cost: Tuition _____ Books _____ Total _____

How will this course improve your job performance or help you to prepare for future opportunities in your career with the City? _____

Reimbursement Information

Reimbursement Schedule		
Grade Earned	Job Related or Language Course	Course in Degree Program
A	100%	50%
B	75%	37.5%
C	50%	25%
D or lower	None	None

Schedule of Repayment Upon Separation from Employment	
Length of Employment Following Reimbursement	Percentage to Be Paid to the City
Less than one (1) year	100%
One (1) year and greater but less than two (2) years	75%
Two (2) years and greater but less than three (3) years	50%



Tuition Reimbursement Request Form Non-Sworn Employees

Authorization & Signature

I understand that reimbursement will be based on the grade earned and agree that, as a condition of receiving tuition reimbursement, I will reimburse the City should my employment with the City terminate less than 36 months after completion of this course and I hereby authorize the City to deduct any amount owed to the City according to the schedule above.

Signature

Date

Department Director Pre-Approval

I certify that this employee's request for pre-approval for tuition reimbursement meets the criteria as indicated below:

<input type="checkbox"/> Yes	Employee is a full time employee in good standing who has completed a minimum of 1 year of service with the City.
<input type="checkbox"/> Yes	Employee has not had a disciplinary suspension of more than 5 working days during the last 12 months (2 full 24 hour shifts for employees working 24 hour shifts).
<input type="checkbox"/> Yes	Employee has received an average or better rating on his/her most recent performance evaluation.
<input type="checkbox"/> Yes	This course is directly related to the employee's current position OR is to learn a second language.
<input type="checkbox"/> Yes	Approval of this request will place the total amount reimbursed for this employee during the fiscal year at \$5,000 or less.

Signature

Date

Human Resources Approval

Course Pre-Approved: Yes No

Signature

Date

Reimbursement:

Grade Received: _____ Approved to reimburse at: _____ By: _____