

EDUCATION EXPENSE REIMBURSEMENT APPLICATION

Employee Name (Please Print)	Work Phone Number	Application Date			
Position Title	Department	Date Of Hire			
Name Of School	Course(s) Begin(s)	Course(s) End(s)			
Information on course work for which you are requesting aid:					
Course Title (Attach copy of course description)	Course No.	Credit Hours	Tuition Cost	Other Costs*	Total Cost
*Description of Other Costs					
How are proposed courses of value to your present job; OR how will they prepare you for promotion to another County position?					
Are you eligible for aid from any other sources? (E.g. Veteran's Education Program, Scholarships, etc.) Yes No If Yes , please explain.					

It is my understanding that:

- 1) Tuition assistance is limited to 50% with a grade of "C", 75% with a grade of "B" or 80% with a grade of "A." Tuition assistance is further limited to a maximum of \$500 per semester and \$1,000 per year for a full-time employee and a pro-rated amount (based on position FTE) for an eligible part-time employee;
- 2) Reimbursement will be made following presentation of evidence of satisfactory completion of course, including an original transcript of the grade, along with receipts, to the Employee Relations Department for payment;
- 3) If I terminate employment with the County or transfer to a non-qualifying position prior to completion of the approved course(s), I will not be eligible for reimbursement.

I further understand that participation in the Education Expense Reimbursement Program is not an employee right and that although the County expects to continue this program in the future, the County reserves the right to change, modify, curtail or terminate the program at any time. However, curtailment of the program will not affect payment for a course(s) that has been previously approved.

Employee's Signature

Date

IMMEDIATE SUPERVISOR: I recommend do not recommend approval of the above course(s) for the following reasons:

Check which of the following is most applicable:

Course is directly job related

Course is related to a new skill or technology directly related to new methods of operation selected by management

Course is normally a pre-requisite for obtaining the position I presently hold

Course will prepare me for career advancement within the County in a progression related to the position I presently hold

Continuing education, which may be job related, exceeds educational requirements for my present position

Other (describe):

Signature _____ Date _____
(Immediate Supervisor)

DEPARTMENT HEAD: I recommend do not recommend approval of the above course(s) for the following reasons:

Signature _____ Date _____
(Department Head)

HUMAN RESOURCES MANAGER: Request: Approved Denied Eligibility Verified

Comments:

Signature _____ Date _____