

**Tuition Assistance / Reimbursement**

The City will reimburse up to a maximum of \$5,200 per year incurred by an employee for City Manager-approved continuing education through an accredited program that either offers growth in an area related to his current position or might lead to promotional opportunities. Employees must earn a passing grade of "B" or its equivalent or obtain certification to receive any reimbursement. Expenses must be validated by receipts, and a copy of the final grade card or certification must be presented to show hours or certification received. Additional fees, books, labs are not included in reimbursement. In the event the employee resigns, retires, or is terminated for any reason within three years (each year represents 365 calendar days) from receipt of this reimbursement, the employee shall be required to repay the City a prorated amount as follows: 1 year – 75%; 2 years – 50%; 3 years – 25%.

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Date To Human Resource Department \_\_\_\_\_  
Name of Applicant \_\_\_\_\_  
Department: \_\_\_\_\_  
Course Name: \_\_\_\_\_  
Course Dates: \_\_\_\_\_  
Course/Tuition Expense: \_\_\_\_\_

Development Objective (what long-term goal is this program/course(s) intended to help you reach):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

**To Be Completed by HR Office**

This request is { } Approved { } Disapproved { } Disapproved at this time

Reason (if disapproved): \_\_\_\_\_  
\_\_\_\_\_

HR Signature \_\_\_\_\_ Date \_\_\_\_\_

Approved Amount \$ \_\_\_\_\_

Org. \_\_\_\_\_ Object \_\_\_\_\_

To: Accounts Payable Date \_\_\_\_\_

Finance Director \_\_\_\_\_ Date \_\_\_\_\_