

TUITION ASSISTANCE PROGRAM

To encourage professional development, our Township offers a tuition assistance program to eligible employees who complete job-related courses or training with a grade of C or better or a grade of satisfactory or better in programs using that grading system. Books and supplies required for the approved course(s) will be reimbursed. Proof of the requirement to purchase such items must be submitted along with a sales receipt.

To participate in this program, you must be a full-time employee who has completed at least one year of employment.

Each request for reimbursement must be in writing and show the institution offering the course for training, the title of the course or training, and a brief description of the course or training if not readily apparent in the title of the course or training. The course or training must be relevant to the employee's current position or a promotional position in the employee's relevant career ladder, or be part of an overall degree that would meet this criterion of job relevance.

Your application for tuition assistance must be made and approval received by the Administrator prior to registration for the course or training. Our Township will pay 100% of your tuition or training, including books and supplies, up to a maximum of \$2,500 each year.

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The Township will reimburse you for such courses or training only upon the successful completion of the course. Proof of grade attainment must be provided to the Administrator before any reimbursement is made.