

**Employee Information**

Name:		Last 4 Digits of SSN:	
E-mail:		Work Phone:	
Agency:	Job Title:	Hire Date:	

**School Information**

School Name:	
Seeking Degree: Yes <input type="checkbox"/> No <input type="checkbox"/>	Major/Program:
Degree Sought(Bach., Masters, etc):	Expected Graduation Date:

**Course Information**

Course # & Department	Course Name	Course Dates (Start-End Dates)	Online (Yes/No)	Credit Hours	Cost of Class

Cost Per Credit: \$            x            Total Credits:            = Total Cost: \$

I have/will receive for grants or scholarships: Yes  No  If Yes, what amount: \$

**Amount of Tuition Reimbursement Requested: \$**

**Disclaimer**

- I understand tuition reimbursement **only** covers instructional fees.
- I understand this **does not** cover books, transportation, lab fees, or any other expenses.
- I understand that tuition reimbursement will initially be made at my expense and that **I will be reimbursed if I complete the course with a C or better** (or "Pass" on a Pass/Fail course).
- I understand that if I resign, retire, or am separated for a reason other than job abolishment or layoff, I must repay the tuition reimbursement paid by the County for courses completed less than **one (1) year** prior to the date of separation.

I understand & accept this disclaimer: \_\_\_\_\_

Employee Signature

Date

**Approval/Signatures**

Approve <input type="checkbox"/>	_____	_____
Deny <input type="checkbox"/>	Supervisor Signature	Date
Approve <input type="checkbox"/>	_____	_____
Deny <input type="checkbox"/>	Agency/Department Director Signature	Date
Approve <input type="checkbox"/>	_____	_____
Deny <input type="checkbox"/>	Human Resources Director Signature	Date

Documents to attach **with each application:**

1. Class Schedule
2. Brief Course Descriptions
3. Verification of Tuition Cost
4. Brief Rationale for Approval for Courses
5. Job Description

Documents to attach **only first time:**

1. Verification of Acceptance in Degree, if applicable
2. Verification that school is accredited, if requested

**Help us be Green!**

- Examples of Unnecessary Documents:
- ♻️ Faculty Descriptions or CVs
  - ♻️ University Catalog