

Tuition Reimbursement Request

Employee's Name: _____ Contact Phone: _____

Position: _____ Department: _____

Employee Status: _____ Degree Type: _____ Current Degree plan on file: _____
 _____ Full-Time, Regular _____ Undergraduate _____ Yes, use current degree plan
 _____ Part-Time, Regular _____ Graduate _____ No, a new degree plan attached
 _____ Individual Coursework _____ N/A

Educational Institution/Academy: _____ Major (if applicable): _____

Session: _____ Fall _____ Spring _____ Summer

Current Semester Classes:

Course Title(s)

** Attach copy of current class registration and paid, itemized receipts for tuition and fees*

Tuition Reimbursement Policy Information

1. Employees must be classified as regular full-time or regular part-time and complete the six-month orientation period prior to the beginning of a course.
2. Tuition reimbursement is eligible for the pursuit of an Associates, Bachelors or Masters degree that benefits the city, as well as participation in academies or other educational institution(s) that help foster career growth for current employees.
3. Spanish or GED courses may be reimbursed without need of a degree plan. A final grade must be given at the end of this class. Prior approval is necessary.
4. Participation in individual coursework is eligible if it is directly related to the position currently held by the employee. The employee must have prior approval of the department director.
5. Maximum per semester reimbursement is \$1200 undergraduate and \$1500 graduate.
6. Tuition and mandatory fees are eligible for reimbursement. Ineligible expenses: costs covered by grants, scholarships, financial aid not requiring repayment from student, books, late fees, interest for delayed payments, other related miscellaneous fees. Continuing Education courses, as well as training or education necessary for an employee's continued employment, are not eligible for reimbursement.
7. The employee must fulfill a 24-month full-time service requirement, which begins from the date of each reimbursement. If the service requirement is not fulfilled, the employee must repay the last 24 months of reimbursement to the city.

Application, submission, and reimbursement procedure:

1. Employees must provide the following at least 30 days prior to beginning of each semester:
 - a. A completed tuition reimbursement request form signed by the employee and the employee's Department Director.

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- b. An official, current degree plan (which only needs to be submitted once at the time of the first reimbursement request unless the degree plan changes) to be kept on file with Human Resources for intended coursework approved by the Department Director.
 - c. A copy of the registration form listing the current semester’s coursework.
 - d. A copy of the paid receipt itemizing tuition, fees, and any financial assistance for the current semester’s coursework, if available. An itemized, paid receipt must at least be provided when submitting the passing grade for the actual reimbursement.
2. An acknowledgement will be sent to the employee informing him or her of the coursework tentatively approved. Employees are responsible for paying or making arrangements to pay the educational institution prior to the beginning of each course.
 3. Reimbursement requests will be date stamped as they are submitted. Allocations will be made for such requests in the order they are received according to policy until the amounts budgeted for the operating year have been exhausted.
 4. Employees must submit a copy of the passing grade report (or certificate) and itemized, paid receipt (if not provided with the original request) to Human Resources no later than 30 days after the completion of coursework to complete the reimbursement request or reimbursement may be forfeited.
 5. HR will review, process approved reimbursements, and notify employee of status.
 6. Employees will receive reimbursement as a separate check generated through Finance.
 7. In order to receive tuition reimbursement, employees must maintain an active status until reimbursement is issued.

By signing this application, I acknowledge that I am familiar with the requirements for tuition reimbursement pursuant to the city’s Tuition Reimbursement Policy in the Employee Handbook. I certify that I have read the above information and the information I have supplied is correct. Upon voluntary termination, if I have not completed the 24-month service requirement under this policy, I authorize the city to deduct from my paycheck all tuition reimbursements paid to me for the past 24 months. The City of Burleson reserves the right to amend or terminate this policy and procedure at any times. Payment of reimbursement does not constitute an agreement of continuation of employment with the city.

Employee’s Signature

Date

Director’s Signature

Date

For HR Use Only:

Pre-Approval	
Class(es) Approved	<input type="checkbox"/> Yes <input type="checkbox"/> No
Eligible Amt:	\$
Approved By/Date:	
Comments:	

Post-Approval	
Passed Class(es):	<input type="checkbox"/> Yes <input type="checkbox"/> No
Reimbursement Amt:	\$
Approved By/Date:	
Comments:	