

# REQUEST FOR TUITION REIMBURSEMENT

**Employee's Name:** \_\_\_\_\_

**Employee's Position Title:** \_\_\_\_\_

**Department:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Title of course(s):** \_\_\_\_\_

(Tuition reimbursement is on a course by course basis. All courses you want reimbursement for must be listed. Attach additional pages if needed.)

**Name of Institution:** \_\_\_\_\_

(University, college, etc.)

**Date Course Began:** \_\_\_\_\_ **Date Course Ended:** \_\_\_\_\_

(Reimbursement request must be received in the Human Resources Department within 3 months of the end of the course. Requests received after 3 months will not be considered or approved.)

**Grade or Certificate Received:** \_\_\_\_\_

(Attach copy of grades or certificate. You must receive a grade of "C" or better to be eligible for reimbursement.)

**Describe how each course relates to your current position or potential for advancement.** Do not state how the degree/certification you are working towards relates to your current position or potential for advancement. Documentation has to be for each course. Attach additional sheets, if needed.

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COST: 1. Tuition \_\_\_\_\_ 2. Fees \_\_\_\_\_

3. Books \_\_\_\_\_ 4. Supplies \_\_\_\_\_

TOTAL: \_\_\_\_\_

Attach **itemized** original receipts including **documentation of payment**.

You are only eligible for reimbursement of expenses not covered by grants or scholarships. Please explain if grant, scholarship, or other public funds are involved:

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I certify that I enrolled in this course while an employee of Forsyth County and have not requested reimbursement for any tuition, fees, books or supplies that were paid for by grants or scholarships.

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

I certify that this employee is a full-time employee who has completed the above-listed course outside his/her regularly scheduled work hours and that job performance has remained satisfactory.

**Department Head Signature:** \_\_\_\_\_

Date Forwarded to Human Resources Department: \_\_\_\_\_

**Please note:**

- If any information is missing you will be notified by phone, e-mail or interoffice mail of the additional documentation needed. Reimbursements cannot be made until all documentation has been received in Human Resources.
- Employee must be in good standing at the time of enrollment and stay in good standing during the length of the course. If you are on disciplinary probation at any time during the time you are taking the class, you will not be eligible for reimbursement.
- Employees are eligible for reimbursement up to \$400.00 per fiscal year. The year is determined by the date the course ends, not the fiscal year you request the reimbursement.