

## Educational Assistance Reimbursement Form

Employees that have been approved for tuition reimbursement are required to complete the Tuition Reimbursement Payment Form and provide copies of transcripts outlining final grades within 30 days from the end date of the course. Please complete the information below and attach supplemental documentation.

Employee Name: \_\_\_\_\_

Job Title: \_\_\_\_\_ Department: \_\_\_\_\_

Department Head/Director Name: \_\_\_\_\_

### Tuition Reimbursement Payment Terms

Final grade must be equivalent to an "A", "B", "C", "Pass" or completion certificate.

- For a grade of "A" – 100% of reimbursable costs
- For a grade of "B" – 80% of reimbursable costs
- For a grade of "C" – 60% of reimbursable costs
- If the approved course is pass/fail, 100% of reimbursable costs will be paid for passing a "pass/fail" course.

Course Title	Tuition Cost	Final Grade	Eligible Reimbursement
<i>Example: Math 101</i>	\$2,000	B	\$1,600 (\$2,000 x 80%)
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

### Total tuition amount or fee requested

(Sum of all Calculated Reimbursements from above)

\_\_\_\_\_

*I understand that, if my full-time employment is terminated with the City for any reason within two years of receipt of tuition reimbursement, I agree to reimburse the City, in full, for tuition assistance/reimbursement paid by the City.*

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Dept Head Signature \_\_\_\_\_ Date \_\_\_\_\_

Note: The final reimbursement will be determined by a review of eligible expenses, final grades, and annual policy maximums. See policy for details.