

# EDUCATIONAL REIMBURSEMENT APPLICATION FORM

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

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

Date of Application: \_\_\_\_\_

Coursework Expected to be Completed: \_\_\_\_\_

Month

Year

I am applying for:

Prior Approval

Attached course or program description/outline.

Completed Coursework

Attach diploma, certificate of completion, or other documentation of course completion, and a Request for Payment Form. Receipts for tuition, registration, and books must be attached to the Request for Payment Form which has been approved by your Department Head prior to submittal to Human Resources.

Upon voluntary termination of employment with the City, I understand and agree that I will reimburse the City for all educational reimbursement benefits I receive during the two (2) year period prior to my effective date of termination. If my final paycheck is not sufficient to cover the full amount, I agree to make payment prior to the end of my last day at work.

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

For Degree Programs:

Degree (circle one): A.A. B.A. B.S. M.A. M.S. Other

Major: \_\_\_\_\_

School/Institution: \_\_\_\_\_

Total Number of Units: \_\_\_\_\_

For Individual Course(s)

Title of Course(s): \_\_\_\_\_

School/Institution: \_\_\_\_\_

Number of Units: \_\_\_\_\_

Approved:

\_\_\_\_\_  
Department Head

\_\_\_\_\_  
Date

\_\_\_\_\_  
Human Resources Manager

\_\_\_\_\_  
Date

## Educational Reimbursement Program Process

The City supports and provides financial resources for full-time employees who are pursuing their education.

**What do you need to do?** Plan ahead – educational reimbursements need to be included in your department’s annual budget.

- 1) Identify an appropriate course and research class options. The course of study should typically be related to your job duties or job track, and class hours/study time and any associated activity related to your educational pursuits are considered to be non-working time.
- 2) Submit a request to your Department Head for approval, including an Educational Reimbursement Application Form, a course outline, and a list of anticipated tuition and book costs.
- 3) The Department Head will review the request and work to include costs into the following year’s budget. Once approved, the Department Head will forward Educational Reimbursement Application Form to Human Resources for final approval.
- 4) The Human Resources Manager will review the form and approve the request and then notify the Department Head.
- 5) Once you receive back your application form, signed by your Department Head and the Human Resources Manager, you may register for class and buy the required texts. Save all receipts.
- 6) At the end of your class, submit receipts, a Request for Payment form, and a copy of your final grade to your Department Head for approval of reimbursement.
- 7) Your Department Head will review/approve and forward it to Human Resources.
- 8) The Human Resources Manager will review/approve and forward to Payroll to process the reimbursement.
- 9) Payroll will notify you when the reimbursement has been processed and the check is available.

**How much of my tuition costs will the City reimburse?** For completion of courses with a grade of “C” or better, the City will provide:

- The City shall pay no more than the per-semester tuition of the California State University system of a full-time student, up to an annual maximum of two times (2x) the tuition based on the academic year, plus 100% of required textbook costs. Any other associated cost – health fee, ASB fee, parking fee, etc. – is the responsibility of the employee.

What does this mean?

Example #1	\$600 = Tuition for class(es) at a California junior college
	\$2,000 = Tuition for class(es) at a California State University
	<b>\$600 = Reimbursement from City to cover tuition costs</b>
Example #2	\$1,000 = Tuition for class(es) at a trade school
	\$2,000 = Tuition for class(es) at a California State University
	<b>\$1,000 = Reimbursement from City to cover tuition costs</b>
Example #3	\$2,500 = Tuition for class(es) at a private college/university
	\$2,000 = Tuition for class(es) at a California State University
	<b>\$2,000 = Reimbursement from City to cover tuition costs</b>

Please contact the Human Resources office if you have any questions about the educational reimbursement program.