City of Orem
Application For Tuition Assistance

To begin the application process, complete sections 1 and 2, attach a course(s) description and submit it to HR.

Section 1-

Employee: _____ **Employee ID#:** _____ **Hire Date:** _____

Department: _____ **Job Title:**_____

-Course Information-

School/Institution:_____ **Name of Degree/Certificate:**_____

Name of Course(s)/Credit hours: _____

_____

How are courses job-related? _____

_____

Course(s) Beginning Date: _____ **Course(s) End Date:** _____

Estimated Cost:_____
Tuition: $_____
Books: $_____   **-Attach a complete course description or outline for each course-**
Other: $_____

By signing this application, I agree and acknowledge that I have read the City's Tuition Assistance Program Policy in the Employee Handbook, and I will repay the City a portion or all of the tuition assistance I received, which are not vested at the time of my separation of employment.

_____   _____
Employee Signature   **Date**

Section 2-

-Human Resources Authorization-

☐ **Approved** ☐ **Disapproved**   _____   _____
                                                                     Human Resources Manager   **Date**

If Disapproved, Reason: _____

HR Dept Use Only PO#: _____ **Date:** _____ **Funds Encumbered:$** _____

Section 3-

-Tuition Assistance Request-

I hereby request tuition assistance in the amount of $_____ which equals 75% of the tuition, fees, books, and other required costs, not to exceed $1,500 total in any fiscal years and $6,000 during a lifetime. I have attached the certification indicating the grade received for the course and appropriate receipts for all other required expenses.

_____   _____
Department Director Approval   **Date**

_____   _____
Human Resources Manager Approval   **Date**

-INSTRUCTIONS FOR COMPLETING APPLICATION FOR TUITION ASSISTANCE-

Complete section 1, attach course descriptions, and submit to Human Resources for approval. After the application has been submitted and approved, you will receive the original application back from the Human Resources Manager.

Then once the course has been completed, submit the original application with the following attached:
- A copy of the grade(s) received for the course(s) with a C or better or a "pass" Grade
- A copy of the receipts for required expenses (tuition, fees, books, etc.),

Submit application and all attachments to your Department director for payment approval. Once signed by your director, submit all paperwork to Human Resources for reimbursement.

-TUITION ASSISTANCE PROGRAM-

Employees may receive tuition assistance for work-related courses under the following guidelines:

1. The educational experience must occur at accredited colleges, universities, or trade schools.

2. Employees receiving assistance must have completed their probationary review period with the City.

3. Employees must be in active employment status.

4. Employees who have been subject to corrective action in the last year are generally not eligible for assistance.

5. Within 60 days of completion of approved education, the employee must submit for reimbursement.

6. The cost of tuition and educational materials must be itemized and documented.

7. The City will reimburse the employee for 75% of the educational expenses up to a maximum of $1,500 total yearly (fiscal) and up to a lifetime maximum of $6,000.

8. Official transcripts, which indicate a qualifying grade of "C" or better. In the case of "pass" or "fail," a pass is required to receive tuition assistance reimbursement.

9. Classes that are part of the employee's in-service training shall be paid for through departmental training funds rather than through the Tuition Assistance Program.

10. Tuition assistance is provided with the expectation that the employee will remain with the City and utilize the newly acquired skills. Each tuition reimbursement transaction vests in 24 months after receipt of the reimbursement. Any tuition reimbursement payments not vested must be repaid in full if the employee resigns, is terminated for cause, for willful violation of City policy, or is separated from employment with the City for any reason.