



CITY OF OREM
APPLICATION FOR TUITION ASSISTANCE

(Revised: July 2016)

Employee: Employee ID#: Hire Date:

Department: Job Title:

COURSE INFORMATION

School/Institution: Name of Degree/Certificate:

Name of Courses/Credit hours:

How are courses job related?:

Beginning Date: Expected Completion Date:

(Attach a complete course description or outline)

Estimated Costs:

Tuition: \$

Books: \$

Other: \$

By signing this application, I agree and acknowledge that I have read the City's Tuition Assistance Program Policy 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

AUTHORIZATION

Approved Disapproved Immediate Supervisor Date

If disapproved, reason:

Approved Disapproved Department Director Date

If disapproved, reason:

Approved Disapproved Human Resource Manager Date

If disapproved, reason:

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 year and \$6,000 during a lifetime. I have attached certification indicating the grade received for the course and appropriate receipts for all other required expenses.

Department Director Approval Date

Human Resource Manager Approval Date

HR Dept Use Only: Date Check Requested: PO #: Amount Requested: \$

INSTRUCTIONS FOR COMPLETING APPLICATION FOR TUITION ASSISTANCE

Complete the first two sections of the form and submit to your Immediate Supervisor and Department Director for approval. Once departmental approval is obtained, forward the application to the Human Resource Office. When approved, you will receive the original application back from the Human Resource Office.

Once the course has been completed, submit the original application, a copy of the grade received for the course, and a copy of the receipts for required expenses (tuition, fees, books, etc.) to your Department Director. After the Department Director has approved the Tuition Assistance Request, forward all documentation to the Human Resource Office for reimbursement.

TUITION ASSISTANCE PROGRAM

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

- 1. The educational experience must take place at accredited colleges, universities, or trade schools. Correspondence or on-line courses qualify for assistance only with prior approval from an employee's Department Director and the Human Resources Manager.**
- 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 "B" or better. In those 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.**