

**Application For Tuition Reimbursement**

(Must be completed & approved before registering for courses)

Name: \_\_\_\_\_ S.S.# \_\_\_\_\_

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

Date of Hire: \_\_\_\_\_

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School Attending: \_\_\_\_\_ Semester:  Summer  Fall  Spring

Are You Seeking A Degree: Yes No If yes, please list: \_\_\_\_\_

Please list the course(s) in which you intend to enroll (current semester only) and attach a course description(s) from the College's course catalog:

\_\_\_\_\_  
\_\_\_\_\_

Please explain why you think this class/degree would be beneficial to your position with the City:

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

Dept Director Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Director of HR Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**For Office Use Only**

Application Status: Accepted: \_\_\_\_\_ Rejected: \_\_\_\_\_

Comments: