

## **TUITION REIMBURSEMENT PROGRAM**

The policies and procedures relative to reimbursement to City employees for tuition for job-related courses are outlined in this program.

### **Statement of Policy**

#### **Applicability**

The Tuition Reimbursement Program applies to all regular, full-time City employees.

#### **In General**

Job-related training will contribute to the technical and professional development of City employees and the improvement of municipal service to the public. The purpose of this Program is to assist employees in securing such training.

#### **Acceptable Courses**

To be approved under the Tuition Reimbursement Program, courses must be job related, that is the courses will improve the employee's skill on his present job or relate to the logical development of an employee's career with the City. Generally, only courses toward degrees required or preferred, as listed in the job description of the next highest position, will be considered for reimbursement. However, if an individual course, regardless of the degree being sought, will assist the employee in his current position, reimbursement may be considered. In the preparation of Form TRPI, the sections "State Relationship of Course to Duties" and "State Benefits to be Derived" must be prepared in a complete and thorough fashion, in order for the course to be considered for approval.

#### **Amount of Reimbursement**

Reimbursement of 100% of actual tuition, to a maximum of \$100 per credit hour, may be paid to the employee for successfully completing a course with an average grade or better. Reimbursement payments shall be for tuition only and shall not cover the cost of books, supplies or equipment.

**Employment Requirement**

When the investment in an employee's tuition expenses reaches \$900, he/she will be requested to remain in the employment of the City for six months for each additional \$300 invested. If the employee elects to resign earlier he/she shall reimburse the City on a pro rata basis.

**Funding**

The Tuition Reimbursement Program will be administered as financial resources allow. Employees are not guaranteed reimbursement even if courses meet the Program criteria.

**Procedure**

**Application**

Application for tuition reimbursement must be made by March 1, prior to the fiscal year in which the class(es) are taken, whenever practical. Applications must be made on form TRPI and submitted to the employee's departmental supervisor in order that the supervisor and the City Administrator may consider the application prior to the start of the course. In cases where the March 1 deadline cannot be met, application shall be submitted thirty days prior to the start of the course.

**Reimbursement**

A purchase requisition in the amount of reimbursement due must be submitted upon successful completion of the course. The employee must attach his/her tuition receipt and grade report.

CITY OF NORTON SHORES

APPLICATION FOR APPROVAL  
OF TUITION REIMBURSEMENT  
Form TRPI

Employee Name	Department	Title of Position
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Address	Date of Employment
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Previous Education	Years Attended	Degree	Name of School to be attended
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High School		
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College			Address of School
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Other		
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Title of Course(s) to be attended	Course No.	Credit Hours	Date Course Begins	Tuition*	Description of Course
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State Relationship of Course(s) to Duties:

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State Benefits to be Derived:

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I hereby certify my intention to enroll for future study as stated, and request approval for tuition reimbursement as provided by City policy. I certify that equivalent or greater amounts are not available to me from other sources.

Signature	Date
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Department Supervisor	Signature	<u>Approval</u>	Date
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Personnel Director	Signature		Date
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City Administrator	Signature		Date
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