

APPLICATION FOR TUITION REIMBURSEMENT

Read the important information on the reverse side before completing this application. **PLEASE PRINT NEATLY.**

NAME _____ **TITLE** _____
ADDRESS _____ **SOC. SEC. #** _____
CITY/STATE _____ **TEL. (WORK)** _____
ZIP CODE _____ **TEL. (HOME)** _____
DEPARTMENT NAME _____ **# HOURS WORKED/WEEK** _____

I HEREBY APPLY FOR TUITION REIMBURSEMENT FOR THE FOLLOWING COURSE:
(Please fill out one application per course.)

COURSE TITLE _____ **# OF CREDITS** _____
DATE COURSE BEGINS _____ **ENDS** _____
SCHOOL/COLLEGE _____ **LOCATION** _____
COST (tuition only) _____

Brief course description: Attach description from catalog, if available.

APPLICANTS SIGNATURE _____ **DATE** _____

FOR DEPARTMENT OF PERSONNEL USE ONLY

Department Code _____

{ } Request is approved for the amount of \$ _____ pending completion of course and/or submission of required documents.

{ } Please sign the enclosed voucher in the amount of \$ _____ and return **all** copies to the Department of Personnel.

{ } Employee has met all requirements for tuition reimbursement in the amount of \$ _____. A voucher for this amount is being submitted to the Department of Finance.

{ } Request is **DISAPPROVED** for the following reason: _____

Signature _____ Date _____
Commissioner of Personnel

TUITION REIMBURSEMENT INFORMATION AND INSTRUCTIONS

I. REQUIREMENTS

- A. You must be employed against a duly established position, **both** when the course is begun **and** when it is completed. If a course is started before employment, or if employment ends before a course is completed, you are not eligible for the reimbursement.
- B. The course must be taken at an accredited institution or one certified or licensed by the New York State Department of Education.
- C. The course must clearly improve present job skills and/or provide you with knowledge or Skills necessary for another position within your bargaining unit. Please keep in mind that the program does **not** cover **SEMINARS, WORKSHOPS, LICENSE CERTIFICATION, or ADULT EDUCATION.**

II. COMPLETING YOUR APPLICATION (DOCUMENTS & TIME FRAME)

- A. **APPLICATION: You must submit a separate application for each course.** The application may be filed up to six months after course completion. HOWEVER, the date your application is **received** by the Department of Personnel determines the year to which your reimbursement is charged. The County's fiscal year runs from January 1st through December 31st. It is best, therefore, to submit your application (especially for Fall courses) on a pre-approval basis to make sure you don't exceed the maximum reimbursement allowed for any one year.
- B. **DOCUMENTATION:** You have **60 days** from the date your application was received in the Department of Personnel to submit all required documentation. If you have pre-approval, then you have 60 days from the date the course ends to submit your documentation.
 - 1. **Tuition Receipt:** The receipt **must** clearly identify the course name, the Educational institution, and your name and address. It must also be dated and stamped "**PAID**". A letter from the institution that provides the same information and is signed by an official of the institution will also be accepted. School fees, book costs, and other miscellaneous expenses will **not** be reimbursed.
 - 2. **Official Transcript with Seal:** This is needed to confirm successful completion of the course taken. An **official** certificate indicating successful completion of the course may be accepted. However, grade reports, student copies of transcripts will **not** be accepted.

Upon receipt in the Department of Personnel of **all** required documentation, a voucher will be sent to you for signature. Please **do not separate the voucher**. Send all documents to the Department of Personnel, ATTN: Alycia Damiani, 18 New Hempstead Road, New City, NY 10956.

If you have any questions, please e-mail or call Alycia Damiani @ 638-5294.

(revised 04.19.04)