

County of Tulare

Application for Tuition Reimbursement

Instructions: **Note:** Application must be made and approval received **prior to** the beginning of the class or training. Please allow three weeks for processing. Fill out Section A completely and submit to your department payroll clerk.

Section A: To be completed by applicant.

Name _____ Classification _____
 Department/Work Location _____ Work Phone & Ext. _____

Course Information:

College/Institution or Training Center	Course Title	Instructor's Name	Beginning & Ending Date

Note: For courses held during your normal working hours you must obtain permission from your Department Head and use approved leave.

1. Estimated expenses for the above listed education/training:

Tuition/registration fees \$ _____
 Books \$ _____
 Supplies \$ _____
 Laboratory Fees \$ _____

Total* \$ _____

(Supplies are only those required supplies unique to these courses. Not eligible are normal education supplies such as paper, pens, pencils, binders, etc.)

*This total will be the maximum amount you may be reimbursed.

2. Briefly describe how the above education/training will enhance your performance in your current job duties and/or the duties in a class to which you might reasonably be expected to promote.

I have read, understand and agree to abide by the conditions governing the Tuition Reimbursement Program as outlined on the back of this application.

 Applicant Signature

 Date

Section B: Department Head Review

- Tuition reimbursement approved for the courses listed above.
 Tuition reimbursement approved for the courses listed above **except** _____.
 Tuition reimbursement denied.

Amount approved: \$ _____

 Department Head Signature

 Date

Tuition Reimbursement Guidelines

A. **GOAL** The Tuition Reimbursement Program is intended for those employees who, in their off-duty hours, plan to attend an education/training course which will benefit both themselves and the County of Tulare. Its purpose is to increase the effectiveness of Tulare County employees in the performance of their duties by providing financial assistance for academic or job-related training.

B. **ELIGIBILITY** County employees in the competitive and non-competitive service are eligible to participate in this program provided they have:

- a. Regular status or probationary status as the result of a promotion.
- b. Satisfactory performance evaluation rating (overall rating of 5 or higher) on their last annual performance evaluation, and an employment record free of disciplinary action (Formal Reprimand, Suspension or Demotion) for the preceding six (6) months.
- c. Continuing employment with the County throughout the course period.

C. **APPLICATION APPROVAL** Approval will be dependent on the coursework's applicability to your current position or to a position to which you might reasonably promote. The application must be fully and properly completed and received by your Department Head in a timely manner. **Note: Applications submitted after a course has begun will likely be denied.**

D. **ALLOWABLE EXPENSES** The program may reimburse you for your registration/tuition fees, books, special supplies unique to the course and/or laboratory fees. The program only pays for the first \$350 of covered expenses in any fiscal year.

Expenses for mileage, meals, parking, routine supplies such as paper, binders, pencils, pens, etc. or other related items are not reimbursable under this program.

E. **CLAIMING REIMBURSEMENT** Once you have successfully completed the approved course, you may submit your claim for reimbursement. This claim must be submitted prior to the end of the fiscal year for which the course was approved and must be accompanied by all of the following:

1. A properly completed Claim form, including a statement certifying this or any other expenses associated with the this training has not been and will not be reimbursed through any other program or any department expense funds.
2. Itemized receipts or other documentation indicating the actual expenses. (Note: Bookstore receipts must contain the title of the book and a detailed listing of any special supplies for which you are claiming reimbursement.)
3. Evidence of satisfactory completion of the training or course. For academic courses you must receive a grade of "C" or higher. For non-academic courses you must receive a certificate of completion or notice of attendance or similar document.