



TUITION REIMBURSEMENT AGREEMENT

(Tuition Reimbursement Policy 6.03)

I, _____ have enrolled, or plan to enroll, in the following coursework at _____ (educational institution) for the _____, 20 _____ semester.

<u>Course name/Subject:</u>	<u>Credit Hours: (if applicable)</u>
_____	_____
_____	_____
_____	_____

Please describe how the coursework and/or intended degree will improve work performance in present or envisioned future position with the City: _____

Upon completion of the course work, I will submit proof of payment along with transcripts to receive reimbursement. I understand and agree that I must have a minimum grade of "B" in the class to receive reimbursement. Additionally, should I terminate my position with the CITY OF MERRIAM within one (1) year after the completion of the coursework, I will reimburse to the City of Merriam, Kansas, the exact amount paid to me during the preceding year. I further agree and authorize the Human Resources Department to deduct from my final pay check the amount received.

Number of credit hours (if applicable)	_____
Cost per credit hour (if applicable)	_____
Total Amount Requested (not to exceed \$2,500 per year)	\$ _____

Requested by _____ Date: _____

APPROVED BY:

Department Head _____	Date _____
City Administrator _____	Date _____
Human Resources _____	Date _____

COMMENTS: _____

Instructions:

- The employee will complete and submit this form to their Department Head. (Form must be submitted in advance of taking courses.)
- The Department Head will determine if the coursework and/or intended degree qualifies for tuition reimbursement, sign and forward to the City Administrator.
- The City Administrator will review and forward completed form to the Human Resources Manager.
- The Human Resources Manager will retain the original form and give the employee a copy*.
- The employee will submit proof of payment, along with course transcripts, to the Department Head within 90 days of course completion.
- The Department Head will forward documentation to Human Resources.
- The Human Resources Manager will submit copy of all documents to Accounts Payable for reimbursement.

*Tuition reimbursement denials may be appealed to the City Administrator.