



Tuition Reimbursement Request Form

A Tuition Reimbursement Request Form must be completed and submitted three (3) weeks prior to registering for a course.

The City shall grant a refund for any formal study course given in any accredited school or college provided the course is related to the employee's work and will increase his/her knowledge, skills and abilities to perform the work. Time spent in attendance to these courses shall be considered employee's personal time and not time worked within the meaning of these rules. Refunds shall be made by the City for 100% of the cost of tuition at any one time. However, such reimbursement shall not exceed the prevailing rate for undergraduate tuition established by the University of Washington.

Eligibility

Approval of tuition reimbursement requests must be in accordance with the requirements found in Fircrest Police Officers Guild Contract. Any employee shall be eligible for tuition refunds by meeting the following conditions:

- He/she must be a regular employee, not on probationary status;
- Prior to enrollment, the City Manager and the Police Chief must approve the employee's choice of courses and educational institution and the appropriate forms must be completed by the employee;
- He/she must apply for the tuition refund no later than sixty (60) days following the completion of the course or course of study; and
- He/she must complete each course with a grade of "C" (2.00) or above.

Steps for Pre-Approval

- A. Complete **Section I** of the Tuition Reimbursement Request Form completely. Forms requiring additional information will be returned to you and may result in delays. Form must be completed and submitted three (3) weeks prior to registering for a course.
- B. Send the completed form to Police Chief and the City Manager for review and signatures. Should the Pre-Approval Request Form be approved, the approved original forms will be returned to you to be retained until the end of the quarter/semester.
- C. To receive reimbursement for tuition, complete **Section II** of the Tuition Reimbursement Request Form and submit this to the City Manager within sixty (60) days of completion of the course. Include a copy of your grades and receipt(s). Reimbursement will be sent to you from the Accounts Payable Office for courses in which you received a satisfactory grade of a "C" or above. *If you did not receive a satisfactory grade for any course, the cost of the tuition will not be reimbursed.*

City of Fircrest Tuition Reimbursement Request Form

SECTION I: PRE-APPROVAL REQUEST

Employee Name (Last, First MI)	Today's Date
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Job Title

Term (check appropriate boxes and fill in blanks) <input type="checkbox"/> Fall <input type="checkbox"/> Winter <input type="checkbox"/> Spring <input type="checkbox"/> Summer	<input type="checkbox"/> Quarter <input type="checkbox"/> Semester <input type="checkbox"/> Year	Term Dates
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School	In Class <input type="checkbox"/> Yes <input type="checkbox"/> No Via Web <input type="checkbox"/> Yes <input type="checkbox"/> No
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Course #	Course Title	No. of Credits	Rate per Credit	Total Credit Cost
			\$	\$
			\$	\$
			\$	\$
			\$	\$

U.W. Tuition & Fees Rate per Credit \$	U.W. School Year
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Explain how the course is career related and how this training will be utilized in your present position:

I certify that I am familiar with the reimbursement guidelines and will comply with them. I understand that I am solely responsible for payment of taxes as a result of any reimbursement for education that may be found to be taxable (only if over \$5,250 total per year under the IRS Publication 970 Section 11 Employer-Provided Educational Assistance). I understand also that if I did not receive a satisfactory grade for any course, or if a course is not completed, the request for reimbursement will be nullified and cancelled. I understand also that reimbursement is for tuition and fees only as outlined in the University of Washington Tuition and Fees schedule. Parking, books, supplies, registration, lab fees, and study time will not be reimbursed. Completion of the course must be verified with proof of payment and detailed receipt. I will submit proof of passing, grades, and receipts within 60 days of the end of the term to the City Manager.

Employee Signature	Date
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PRE-APPROVAL SIGNATURES

Approval <input type="checkbox"/> Yes <input type="checkbox"/> No	Police Chief Signature	Comments	Date
Approval <input type="checkbox"/> Yes <input type="checkbox"/> No	City Manager Signature	Comments	Date

SECTION II: REIMBURSEMENT REQUEST

I hereby request reimbursement for the above classes. Attached are the relevant receipt(s) and proof of passing and grades.

Course #	Course Title	Credits	Final Grade

Employee Signature	Date
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REIMBURSEMENT REQUEST APPROVAL

_____ is authorized for \$ _____ full/partial tuition reimbursement.
(Employee Name)

City Manager Signature	Date
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