

APPLICATION for Tuition Reimbursement

Complete and submit this form in it's entirety before you enroll in a course.

STEP 1: All information requested is mandatory for approval of application; please print or type.

Name (Please Print) _____ Telephone Number _____ email _____

Department /Elected Official Office _____ Supervisor (Please Print) _____

Course Number and/or Title	Course Dates (Start and End)	Number of Credit Hours	Charge Per Credit Hour	Total \$ for Required Books	Total Class (and Books, if applicable)
			\$	\$	\$
			\$	\$	\$
			\$	\$	\$
			\$	\$	\$

Name of accredited college/school: _____ City & State: _____ Total All Courses \$ _____

Name of Degree Program _____ Associate Bachelors Masters Doctorate

How does this degree program/course apply to your present position or to a future position within the County?

STEP 2: You and your supervisor must sign this document

Applicant's Signature _____ Date _____ Supervisor's Signature _____ Date _____

Please note: It is the supervisor's responsibility to ensure that all of the above information follows the procedures set forth in the tuition reimbursement policy and review the course cost estimates prior to signing this document.



FOR OFFICE USE ONLY

STEP 3: Send this form to the Montgomery County Human Resources/Learning & Performance Department at Madison Lakes.

Approved per policy at: 50% 100% _____ HR/Learning & Performance Representative (496-6644) _____ Date _____

Please note: Your reimbursement may be subject to IRS taxable reimbursement guidelines.

ATTENTION!

By signing this document, you are indicating that you have read and accept all of the provisions of the Montgomery County tuition reimbursement policy. In accordance with this policy, in the event you should choose to terminate your employment within one year of the completion date of your last class, the amount you have been reimbursed during that year will be deducted from your last paycheck.
(Last Rev. 02/2010, 12/20/10)