

APPLICATION for Tuition Reimbursement

Complete this form in it's entirety before you enroll in a course. *NOTE: The Learning and Performance Department reserves the right to disapprove any course which is deemed to NOT be in the best interests of the County.*

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

Name _____ Phone Number _____ Shift _____

Department /Elected Official _____ Supervisor _____ Phone _____

Course Number or Title	Course Dates	Number of Credit Hours	Charge Per Credit Hour	Total \$ for Required Books	Total \$ per Course
			\$	\$	\$
			\$	\$	\$
			\$	\$	\$
			\$	\$	\$

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

Your 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.

**STEP 3: Send this form to the Learning and Performance Department, Madison Lakes.
 For the Learning and Performance Department's Use Only**

Reimbursement approved at: 50% 100%

Stephanie Marshall, Learning and Performance Specialist 225-6137 _____ Date _____
 Tamara Combs-McNew, Learning and Performance Director

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.
 Rev. 05/10/07