

Thank you for your interest in the Employee Tuition Reimbursement Program. Instructions for participation in the program are listed below.

➤ **Step 1 – Submit Degree approval request**

- Complete and sign the “Request for Approval of Degree Program – Employee Tuition Reimbursement Program” form. Complete every section of the form. Incomplete forms will be returned for correction and will require prompt resubmission in order to be considered for approval.
- This form must be submitted with all information referencing the degree program desired. Only degree programs from an accredited institution will be accepted. For additional information as to total reimbursement and type of program allowed please refer to your bargaining unit MOU.
- The degree program approval form must be completed before you can move onto step 2.

➤ **Step 2 – Submit Course pre-approval request**

1. Complete and sign the “Request for Approval of Courses – Employee Tuition Reimbursement Program” form. Complete every section of the form. Incomplete forms will be returned for correction and will require prompt resubmission in order to be considered for reimbursement.
 - Identify course start and end date. If you are participating in an independent study program, you must provide the dates in which you will start and end the independent study course.
 - Specify amount requested for course reimbursement. Identify only the course amount; not the cost of the entire program.
2. Attach a copy of the course description.
3. Attach a copy of the tuition fee/rate schedule.
 - Reimbursements will only be processed for the amount requested and no more than the amount allotted per the MOU.
4. The department head must sign the recommendation section of the form.
5. Submit fully completed form(s) to the Human Resources Department at least **5 business days prior** to the course start date.

➤ **Step 3 – Complete course with a passing grade.**

- A passing grade is considered to be a “C” or better. The City will not reimburse for courses without a passing grade.

➤ **Step 4 – Submit final documents via ESS**

Note: Human Resources must receive final documents within **60 days** of successful completion of your pre-approved course. Reimbursement will be charged against the fiscal year in which the final documents are received regardless of when the class started.

1. Submit Tuition claim in ESS (refer to ESS guide for this process)
2. Attach proof of payment from the college/university. The receipt must be generated by the institution and include the student’s name, the name of the course, and the quarter/semester attended.
3. Attach your official grade report from the college/university.
4. Human Resources will review final documents and forward to Finance for processing. The reimbursement process may take up to 30 days for processing. Tuition reimbursements are added to payroll checks. They are not a separate check.