

South Branch Emergency Services

Administrative Operating Guidelines

AOG AA19 - Attachment A

TUITION REIMBURSEMENT PROPOSAL AND REQUEST FORM

EMPLOYEE: *Before Starting Course Work, complete all of Steps 1 and 2.*

Employee Name: _____ Employee #: _____

1 Title*: _____ Course Dates: _____

(Course of study must be approved in advance of beginning course work)

Educational Institution / Provider: _____

** Course syllabus or description must be attached for evaluation and approval purposes.*

COST ESTIMATE	Proposed
Tuition / Registration: \$ _____ DPS Fees: _____ Books: _____ TOTAL: \$ _____	<input type="checkbox"/> Higher Education <input type="checkbox"/> Conference / Seminar <input type="checkbox"/> Workshop

Course work supports my:

(CHECK ONE) Current assignment of _____
 Proposed assignment of _____

2 Approved Disapproved (REASON): _____

Deputy Chief/EMS: _____ Date: _____

EMPLOYEE: *When Steps 1 & 2 are done, retain this form until individual class or course work is complete. When the class or course work is complete, then move to Step 3 for final approval signature.*

3 **EMPLOYEE:** *After completion of individual class or course work, get final approval signature in Step 3.*

REIMBURSEMENT APPROVAL - Attach receipt and transcript (or other evidence of course cost and satisfactory completion).

I have completed all course work: _____ Date: _____

EMPLOYEE: *Then submit all documents to Deputy Chief of EMS*

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<<< FOR OFFICE USE ONLY >>>	
<input type="checkbox"/> Receipt and <input type="checkbox"/> Transcript	Date Submitted to Payroll _____
Amount of Tuition Reimbursement	Paid \$ _____
\$ available per employee	Balance \$ _____
DC of EMS Approval: _____	Date: _____

ORIGINAL: To Deputy Chief of EMS

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COPY - Keep copy for your records

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