



# Request for Tuition Reimbursement

The County's tuition reimbursement program is to assist with furthering an employees' education and expanding skills. Financial assistance is generally available to cover courses that will improve present job skills or enhance the potential for advancement. Courses that are not job-related will not be approved. Reimbursement consideration will be given on a course-by-course basis and not based on a general curriculum or educational program.

EMPLOYEE INFORMATION		
Employee Name (First, Last, Middle Initial)		Telephone Number:
Department:		Employee ID #
Are you eligible for scholarships or grants? <input type="checkbox"/> YES <input type="checkbox"/> NO	If "YES", please explain.	
COURSE INFORMATION		
Course Name:	Name of Accredited Institution or University:	
Course Description:	Course Begin Date:	Course End Date:
	Grade or Certification Received:	Tuition:
		Books:
		Fees:
		Supplies:
	Total Cost:	
Course Name:	Name of Accredited Institution or University:	
Course Description:	Course Begin Date:	Course End Date:
	Grade or Certification Received:	Tuition:
		Books:
		Fees:
		Supplies:
	Total Cost:	
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Course Description:	Course Begin Date:	Course End Date:
	Grade or Certification Received:	Tuition:
		Books:
		Fees:
		Supplies:
	Total Cost:	

**PROCESSING INSTRUCTIONS**

- Tuition reimbursement is on a course by course basis. All reimbursement requests must be listed for each course. Attach additional pages if needed.
- Reimbursement request must be received in the Human Resources Department within 3 months of the end of the course. Requests received after 3 months will not be considered or approved.
- Attach copy of grades or certificate. You must receive a grade of "C" or better to be eligible for reimbursement.
- Attach itemized original receipts including documentation of payment.
- If any information is missing an employee will be notified by phone, e-mail or interoffice mail of the additional documentation needed.
- Reimbursements cannot be made until all documentation has been received in Human Resources.
- An employee must not be on disciplinary probation. If an employee is on disciplinary probation at any time while taking the class, reimbursement for the class will be denied.
- Employees are eligible for reimbursement up to \$400.00 per fiscal year. The year is determined by the date the course ends, not the fiscal year reimbursement is requested.
- Reimbursement only applies to expenses not covered by grants or scholarships.
- The current rating for the performance evaluation must be "meets expectations" or higher.

Employee Signature:	Date:
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I certify that I enrolled in this course while an employee of Forsyth County and have not requested reimbursement for any tuition, fees, books or supplies that were paid for by grants or scholarships.

Supervisor Signature:	Date:
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I certify that the course is job-related, this employee is a full-time employee who has completed the above-listed course(s) outside his/her regularly scheduled work hours and that job performance has remained satisfactory.

Department Manager or Designee Signature:	Date:
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**(FOR HUMAN RESOURCES DEPARTMENT USE)**

<input type="checkbox"/> APPROVED <input type="checkbox"/> DENIED	Amount Approved: _____
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