

# TOWN OF LOS GATOS

## TUITION REIMBURSEMENT REQUEST FORM

**POLICY:** The Town will reimburse T.E.A. and POA employees 100% of the cost of books, university/school fees (except parking) and tuition up to the maximum reimbursable rate.

- 1) The reimbursement shall be only for courses that are directly related to the employee's position as determined by the Town Manager, including general education courses that are generally related to attainment of a job-related degree or certification. General education courses not generally related to the employee's position will not be eligible for reimbursement. Reimbursement shall be taxed pursuant to State and Federal regulations.
- 2) Application for tuition reimbursement shall be made to the Town before the course begins. Prior to reimbursement of costs, all course work must be completed with a passing grade of "C" or equivalent when numerical score or pass/fail is given.
- 3) Any employee who terminates employment with the Town within one year from the completion of a class or classes, for which tuition reimbursement was paid shall refund all tuition paid under this provision, unless required to attend by the appointing authority.

### PRE-APPROVAL

For Fiscal Year: \_\_\_\_\_

<input type="checkbox"/> T.E.A. \$1,500		<input type="checkbox"/> POA: equivalent to 2 semesters at the San Jose State University full-time rate	
Last Name:	First Name:	MI:	
Department:			
Job Title:		Telephone:	
Name of School:			
Check one: <input type="checkbox"/> Degree Program <input type="checkbox"/> Certificate Program <input type="checkbox"/> Non-Degree Program			
Employment Status: <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time			
Degree (BA, MBA, etc.):		Major:	

Course(s)	Number	Credits	Dates	\$/Cost
(1)			to	
(2)			to	
Books				
Registration				
Total Cost				
Total to be Reimbursed				

Employee:	Signature:	Date:
Supervisor:	Signature:	Date:
Human Resources:	Signature:	Date:

### FINAL APPROVAL

*Submit a copy of the pre-approved request with proof of class completion and final passing grade.*

Human Resources:	Signature:	Date:
------------------	------------	-------