



Tuition Assistance Policy Application for Reimbursement

IMPORTANT: Please read the Tuition Assistance Policy (AP #16) in its entirety. After completion, submit to your Department Head for concurrence before forwarding to HRM.

Application For (Check One): Fall Winter Spring Summer _____ Year: _____

EMPLOYEE INFORMATION

Name: _____ Employee ID#: _____ Department: _____
Job Title: _____ Date of Employment: _____ Contact Phone #: _____

COURSE INFORMATION

Name of Institution for School or Program: _____

	Course/ Program #	Course/Program Title	Start Date	End Date	Credit Hours	Cost Per Credit	Total Tuition
1						\$	\$
2						\$	\$
3						\$	\$

Total Reimbursement Amount Requested: \$ _____ (Excluding grants, scholarships, stipends, fellowships, etc.)

Will you receive financial assistance from another source for the course(s) for which you are requesting tuition assistance, such as grants, scholarship, stipends, fellowships, etc.? Yes No

If yes, please list type of assistance: _____ Amount: \$ _____

Degree Level: Graduate Undergraduate **Degree Type:** Associate Bachelor Master Other

Degree Major: _____

Please state how this course/job certification program should prove beneficial to you and the City of Portsmouth.

I hereby apply for reimbursement in accordance with the City's Tuition Assistance Policy and the requirements of Human Resource Management. Further, I understand that the information requested will be used to determine my eligibility for tuition assistance. I have read, understand and agree to comply with the provisions of the Tuition Assistance Policy. By my signature, I also certify that the information I have provided is accurate and true.

Employee Signature Date

DEPARTMENT CONCURRENCE

I have reviewed this application and concur that the requested course and/or program certification is closely related to the employee's present function in the City.

Department Head Signature Date

HUMAN RESOURCE MANAGEMENT APPROVAL

Approved for reimbursement Disapproved for reimbursement Reason: _____

Human Resource Management Approver Date