

PROCEDURES

1. An employee may request tuition reimbursement two weeks before the class's starting date. No forms will be considered after the class's starting date.
2. An employee will complete the Tuition Reimbursement form, attach the class description, and provide proof of class cost or tuition cost from a copy of the catalog or class schedule, which they will then submit to their immediate supervisor.
3. The supervisor will review it and, if approved, submit it to the department head for review. If approved, the department head will submit the form to Human Resources. The form follows the approval chain of City Administration and Finance.
4. If everyone in the form approves the reimbursement, HR returns a copy to the supervisors and employees.
5. The employee completes the class and receives a grade report.
6. The employee submits a copy of the grade report, approved tuition form, paid receipt, and PO signed by the department head to HR.
7. HR circulates the PO to get other required signatures and submits them for payment to Finance.
8. Finance issues reimbursement checks directly to employees.
9. Employees should allow 4 weeks to allow processing of the reimbursement check.
10. Employees must be employed at the time the reimbursement check is requested and issued.
11. Tuition reimbursement is only for tuition, employee is responsible for books and other fees, if any.
12. Time spent in class, in route, doing homework, studying, or any time or activity related to the class is not work time and will not be paid.



ACKNOWLEDGEMENT

I, _____, was not directed by my supervisor in any way to take the class of _____.

I requested tuition reimbursement for this class and understand that any time spent in class or outside of class in any issue related to it, including but not limited to time spent in class, time spent on route to and from class, time spent doing homework, time spent studying, time spent doing assignments, or research, is not work time, and I will not be compensated for such time.

Furthermore, the class schedule does not interfere with my regularly scheduled work hours or my supervisor has already approved a different work schedule, and this class will not interfere with the proper performance of my job duties.

Employee Name	Employee Signature	Date

TUITION REIMBURSEMENT FORM

City of San Luis

Employee Name:

EE#:

Position

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Department

Supervisor

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I Request Tuition Reimbursement for the Following Class:

Class (Attach Copy of the Catalog)

Class Cost

Online In person

School Name and Address

Class Hours:	S M T W T H F S
From	To

I understand that the tuition reimbursement percentage will depend on the grade I obtain in the class as follows:

A = 100% Reimbursement

B = 90% Reimbursement

C = 80% Reimbursement

D or lower = No Reimbursement

Furthermore, I understand that payment of tuition reimbursement is contingent upon funding availability at the time this request is presented and at the time the request for payment is submitted. If the Finance Director determines that funding for this reimbursement is not available, this form becomes null and void.

Furthermore, I understand that this request for reimbursement may be denied at any time and for any reason during the approval process and that I have no review, grievance or appeal rights to contest the decision other than as provided by law.

Employee Name	Employee Signature	Date
Supervisor's Name	Supervisor's Signature	Date
Department Head Name	Department Head Signature	Date
Human Resources Name	Human Resources Signature	Date
Professional Development Plan Approved	Yes No	Date
Comments		

Human Resources Department Office

800 E Cesar Chavez Blvd. San Luis AZ, 85349 | Phone: (928) 341-8579

TUITION REIMBURSEMENT FORM

City of San Luis

Grade Received

Class Cost

Amount of Reimbursement

Finance Name	Finance Signature	Date
Finance Comments		
City Manager Name	City Manager Signature	Date
City Manager Comments		

HUMAN RESOURCES ONLY

EE Proof of
 Payment Date

By

Final Grade
 Receipt Date

By

Payment
 Requisition #

By