

EDUCATION REIMBURSEMENT FORM

The County may reimburse an employee the direct cost for course work with a direct relationship to the employee's current position at an accredited two- or four-year institution. Degree requirements are not justification for course approval. The determination will be made on a course-by-course basis and the current job responsibilities of the employee. The costs eligible for reimbursement are tuition and course specific fees directly attributed to the eligible course and not paid by other financial aid or assistance programs. The employee must obtain a grade of at least a B in the course for the costs to be reimbursed. Qualified expenses will not be reimbursed if employment ends prior to completing the semester for which reimbursement is requested.

Name: _____ Date: _____
 Telephone Number: _____ Email: _____
 Department: _____ Job Title: _____
 School Name: _____ Term: _____ Term Date: __/__/__ to __/__/__

EMPLOYEE TO COMPLETE STEPS 1 THROUGH 5 BY THE MID-TERM OF THE SEMESTER.

Step 1: Please answer the following questions:

- Are you a full-time, non-probationary, classified employee? **Yes** ___ **No** ___
- Please describe how you and your Supervisor/Appointing Authority will accommodate the class into your work schedule.

- Will you be receiving any other form of financial aid, such as grants or loans? **Yes** ___ **No** ___
If yes, please contact Lisa Ruffin in Human Resources at 334-737-3639 for eligibility verification.
 - Please describe type of aid: _____

Step 2: Attach a copy of your class schedule including day and time of each class.

Class Schedule Attached: **Yes** ___ **No** ___

Step 3: Complete the areas below for each course you are seeking reimbursement for in the designated term. A detailed course description/syllabus (provided by the institution or instructor) should be submitted with your request form, but no later than mid-term of the semester for pre-approval processing.

<u>Name of Course(s)</u>	<u>Course Number</u>	<u>Credit Hours</u>	<u>Description attached</u>	<u>If no, please provide date anticipated.</u>
_____	_____	_____	Yes ___ No ___	_____
_____	_____	_____	Yes ___ No ___	_____
_____	_____	_____	Yes ___ No ___	_____

(Attach separate sheet if necessary)

