

SAN MATEO COUNTY
REQUEST FOR TUITION REIMBURSEMENT
(See reverse side for instructions)

EMPLOYEE NAME _____

Department _____ Division _____ PONY _____

Classification _____

Contact Phone (_____) _____ County Extension _____

My employment status with the County is:

- Presently a permanent, probationary, or provisional employee
 Presently off due to illness or injury

I attended this class/workshop on:

- I will attend this class/workshop in an off-duty status during my own time (e.g. vacation, comp time, VTO, off-day, weekend, etc.)

TITLE OF PROPOSED COURSE _____

Name of University/School/Association _____

Beginning Date _____ Ending Date _____ Tuition Cost \$ _____

Workshop Length of Workshop (please list dates and times) _____

College Course _____ No. of College Credits _____

Is this a degree program? Yes No Type of Program (AA, BA, MA, etc.) _____

Are you requesting book reimbursement for community college, undergraduate or graduate course(s)? YES NO
IF YES, please note that you will need to provide a book receipt upon completion of your course.

COURSE CONTENT

Describe how this course is related to your present or future work assignment and how it will enhance your work performance or value to the County:

You must attach a course description and fee schedule from catalog or brochure

I certify that this employee will attend this course during his/her own time and that I approve this request.

Supervisor's Signature Date Employee's Signature Date

DEPARTMENT RECOMMENDATION

- Recommend Approval
 Recommend Disapproval—Reason: _____

Department Head Date

HUMAN RESOURCES DEPARTMENT ACTION

- Approved Amount: \$ _____
 Disapproval—Reason: _____

Director, Human Resources Department Date



NOTE TO EMPLOYEE: Send all 3 copies to Human Resources, PONY HRD121, Attn: Tuition Reimbursement Coordinator

Distribution by Human Resources Department: WHITE - Department / YELLOW - Employee / PINK - Human Resources

GUIDELINES FOR TUITION REIMBURSEMENT

Tuition reimbursement is available to you under the following conditions:

1. The course you want to take is related to your present or likely future work assignments, and that your work performance or value to the County will be enhanced as a result of your participation.
2. Classes must be scheduled while you are in an off-duty status, not on work time. The Tuition Reimbursement Program may not be used in conjunction with any other program.
3. You are a permanent, probationary, or provisional County employee for the duration of the course.
4. Submit your request on this form to your department head. He/she recommends approval or disapproval and forwards the request to the Human Resources Department Director for review and final decision. To qualify for reimbursement, your request must be approved by the Human Resources Department Director before the course begins.
5. Be sure to attach a course description and fee schedule from the catalog or brochure to your request form.
6. After you have completed the course, submit a "Demand on the Treasury" form to HRD-121, Attn: Tuition Reimbursement Coordinator requesting reimbursement. Attach a copy of the school grade report or other evidence that you successfully completed the course, a copy of the course and book receipt and a copy of your approved tuition reimbursement request. The request will be forwarded to the Controller for payment. **NOTE:** Effective July 1, 2007, the County may reimburse up to \$25.00 per course for books under conditions specified in the Tuition Reimbursement Program.
7. Based on the Tuition Reimbursement program guidelines, reimbursement will cover the cost of tuition, books and related fees for community college, undergraduate level or graduate level courses.
8. If the course is cancelled or if you do not complete the course, notify the Tuition Reimbursement Coordinator as soon as possible.

These guidelines are a summary of the regulations governing tuition reimbursement found in Section 2.71.160 of the San Mateo County Ordinance Code and the Tuition Reimbursement Policy. For complete Tuition Reimbursement program guidelines, please visit www.co.sanmateo.ca.us/hr/training.