

City Of Carmel
Tuition Reimbursement Application Form

=====

Part I (to be completed by Employee)

(Please print. Submit completed form to Department Head prior to date course begins.)

Employee Name _____ Hire Date _____
Department _____ Job Title _____
Educational Institution* _____
Name of Course** _____ Credit Hours _____
Starting Date of Course (month/day/year) _____

By signing below, I signify that I understand the following:

- The tuition reimbursement program is subject to the terms of Carmel City Code, Section 2-58.
- To receive reimbursement for tuition, I must submit evidence of payment for the course and a copy of my final grade. To receive reimbursement for books, I must submit an original itemized receipt or other proof of purchase that links these books to this particular course.
- If I leave City of Carmel employment sooner than one (1) year after the end of this course, I will repay the City in full for its tuition and book reimbursements for this course.
- The tax status of reimbursement payments is subject to federal law, which may change from time to time.

Employee Signature _____ Date _____

=====

Part II (to be completed by Department Head)

By signing below, I certify that:

- I have read the course description attached to this application and believe this course will maintain or improve the employee's job-related skills, in relation to either the employee's current position or potential career path within my department.
- The applicant will have been employed full-time by the City for at least one (1) year prior to the commencement of the course, and has not been subject to a disciplinary probation, suspension or demotion within 90 days prior to the beginning of the course.
- The final claim will be paid from my department's budget, subject to the terms of Section 2-58 of Carmel City Code.

Department Head Signature _____ Date _____

=====

Part III (to be completed by Director of Human Resources)

Final Approval _____ Date _____

If denied, reason for denial _____

=====

* The tuition reimbursement program covers only courses offered through a degree-granting institution accredited by the North Central Association of Colleges and Schools or an equivalent regional accreditor.

** An application will not be considered complete unless a course description from the school's literature is attached.