



### COURSE PRE-APPROVAL REQUEST

#### Step 3: TUITION REIMBURSEMENT

To be completed BEFORE semester begins.

Note: To be eligible for tuition and book reimbursement, the employee must have an approved Application for Degree Plan Approval on file with the HR Department. This request form must be completed by the employee and submitted to the Human Resources Manager prior to taking a course.

Name: \_\_\_\_\_ Department: \_\_\_\_\_  
Title/Position: \_\_\_\_\_ Name of College or University: \_\_\_\_\_

Semester course(s) to be taken:

| Course Title(s) | Catalog # | # of Semester Hours |
|-----------------|-----------|---------------------|
| 1. a. _____     | b. _____  | c. _____            |
| 2. a. _____     | b. _____  | c. _____            |
| 3. a. _____     | b. _____  | c. _____            |

Approximate Cost: Tuition \$ \_\_\_\_\_ Books \$ \_\_\_\_\_

Did you receive funds from any other source for payment for payment of tuition/textbooks?  
 Yes  No

Employees receiving tuition assistance from a source that does not require repayment (Veteran's benefits, grants, scholarships, etc.) are required to submit reimbursement requests for the balance of the tuition not covered by the alternate source. The City of Stephenville has the right to audit the employee's educational and financial records that may be contained in the employee's records at the institution attended. I agree that any right I may have according to the Family Education Rights and Privacy Act of 1974, or any similar act, is waived by acceptance of tuition reimbursement. I understand that the penalty for fraudulently seeking a tuition reimbursement benefit may include disciplinary action. By signing this application, I acknowledge that I am familiar with the requirements for tuition reimbursement according to the city's personnel policy and agree to abide by those requirements.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

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**HUMAN RESOURCES DEPARTMENT**

\_\_\_\_\_  
Human Resources Manager

\_\_\_\_\_  
Date