

TUITION REIMBURSEMENT

In order for you to be properly equipped for future job advancement and changing job requirements, the City offers a Tuition Reimbursement program to all full-time employees. To be eligible, you must have completed at least one year of full-time employment with the City of Dalton and remain employed on a full-time basis while participating in the tuition reimbursement plan.

College level courses used to fulfill requirements toward a degree or certification which can reasonably be expected to better prepare you for your current position or a position that you might reasonably attain, may be covered under this benefit.

If you are interested in applying for tuition reimbursement, you should complete the following:

- Apply for other tuition assistance (HOPE Scholarship, grants, etc.) prior to requesting tuition reimbursement through the City.
- Complete a "Request for Tuition Reimbursement" form (see the *forms* section, or your department secretary).
- Receive approval from your immediate supervisor, Department Head and the Human Resources Director.
- Enroll for classes at the educational institution of your choice.
- Pay for classes, books and lab fees (**keep your receipts!**)
- After the grade(s) have been received, turn in a copy of the grade(s) and receipts to the Human Resources office for reimbursement processing.

Reimbursement is based on the following schedule

<u>Grade Made</u>	<u>Percentage of Reimbursement</u>
A, B or C	100%
D, F, withdraw or incomplete	No Reimbursement

Prior to receiving tuition reimbursement, you must sign an agreement (see **forms** section) that states your agreement to the employment obligation period, which begins when the tuition reimbursement check is received by you. The employment obligation period is one month of full-time employment for each 200.00 of reimbursement paid. If you leave employment or change to part-time status prior to completing the employment obligation period, you are responsible for immediately repaying the City the amount of reimbursement not yet forgiven.

Guidelines and limitations for Tuition Reimbursement are as follows:

- Tuition reimbursement may be used for tuition, fees and books.
- All reimbursement will be no more than the current tuition rate for the University System of Georgia (Dalton State College, in-state tuition).

- The college and/or university must be accredited as recognized by the United States Department of Education.
- The maximum dollar amount available to each participant is \$2000.00 dollars per calendar year (January 1 through December 31).
- The degree or certification must be job related or related to a position with the City that you might reasonably attain.

Tuition reimbursement is not guaranteed and is subject to change or discontinuance by the Mayor and Council without notice.

TUITION REIMBURSEMENT REQUEST
CITY OF DALTON, GEORGIA

Complete the following and submit to your Department Head (Please Print)

Your Name: _____ SSN _____ - _____ - _____

Name of College _____

Degree/Certificate for which you are applying: _____

Semester/Session (circle one): Spring Summer Fall Other Year _____

Name(s) of course(s) for which you are requesting reimbursement:

Total Tuition Amount: \$ _____

Total Book(s) Amount: \$ _____

Lab Fees/Other Amount(s) – Please List: \$ _____

Total Cost: \$ _____

Subtract all financial aid received
(Hope Grant, Pell Grant, etc) \$ _____

Total Reimbursement Requested: \$ _____

* Attach all documentation (book receipts, tuition receipts, Grant monies received, etc)

I _____ understand that the City of Dalton offers a Tuition Reimbursement program as shown in the Employee Handbook. I also understand that this program is offered at considerable expense to the City and I hereby agree to remain employed with the City on a full-time basis for one month per \$200.00 of reimbursement received. I agree to reimburse the City of Dalton for all amounts of tuition reimbursement that are outstanding at the time of my separation from service or change to an ineligible status (eg. to part-time employment). I understand that this repayment is due immediately upon my separation or attainment of ineligible status. I understand that this is a discretionary benefit and the City may change, modify and/or terminate this program at any time with or without notice. Acceptance of this tuition reimbursement agreement does not create a contract of employment or guarantee in any way, future employment rights.

Employee Signature and Date
Date

Immediate Supervisor Signature and
Date

Department Head Signature and Date

Human Resources Signature and Date

TUITION REIMBURSEMENT AGREEMENT

NOTE: This form must accompany the "Tuition Reimbursement Request Form" and be turned in to the Human Resources Department when completed.

I (Print Name): _____ understand that the City of Dalton reimburses full-time employees for certain education-related expenses in accordance with the Tuition Reimbursement policy and the following standards and criteria.

Tuition Reimbursement Limits - The City of Dalton reimburses employees for tuition at institutions accredited by the U.S. Department of Education when a course is completed with a grade of "C" or better. This reimbursement is limited to \$2000.00 per calendar year and may be used for the reimbursement of tuition, books and/or lab fees.

Application Procedures - A new Tuition Reimbursement Request Form must be completed and turned in prior to the beginning of each semester/quarter/session. Approval is on a first-come, first-served basis, as budgeted funds permit. The Human Resources Department notifies employees of approval/disapproval.

Eligibility - Full-time employees must have completed one year of continuous full-time service. College level courses used to fulfill requirements toward a degree or certification, which can reasonably be expected to better prepare you for your current position or a position that you might reasonably attain, may be covered under this benefit. Employees must not be on disciplinary probation or receiving education assistance through the G-I Bill, trust funds, scholarships, grants or other sources. Proof that an employee has been denied other educational assistance is required with the Tuition Reimbursement Request Form.

Reimbursement Procedures - Employees must submit copies of paid tuition bills, book purchases, and/or lab fees to the Human Resources Department within 30 days of receiving grades for the class(es). Employees who leave voluntarily or are discharged prior to completing coursework are not reimbursed. Reimbursement checks are ordinarily mailed to the employee's home address.

Obligation - Employees receiving educational assistance from the City of Dalton must agree to work for the City on a full-time basis for 30 days for each \$200.00 (or portion thereof) of tuition reimbursement received. The repayment time begins when the employee is reimbursed for that particular semester/quarter/session. Employees failing to complete the full repayment work time must reimburse the City for the remaining balance not forgiven at that time. Payment must be in the form of cash or certified check and are payable immediately upon separation from service or status change to anything other than full-time.

AGREEMENT- I agree to the terms and conditions set forth in the Tuition Reimbursement Policy and those in the Tuition Reimbursement Agreement. I understand and agree that if I separate from employment or change status to anything other than full-time, all outstanding monies that have not been forgiven at that time are payable immediately and in full. I also authorize the City of Dalton to withhold from any funds due to me, the full amount of tuition reimbursement that is owed. I also agree to pay all fees associated with any collection of unforgiven tuition reimbursement, including attorney fees (if any) incurred by the City. I have been given a copy of this completed form.

Employee Signature

Date

Human Resources Director

Date