

**CITY OF NEW HAVEN
EDUCATIONAL REIMBURSEMENT APPLICATION**

Name: _____ Dept.: _____ Ext.: _____

Position: _____ Date Submitted to Human Resources: _____

Bargaining Unit:
3144 _____ 884 _____

Funding Source of your salary:
General Funds _____ Special Funds _____

Institution/School: _____

Dates of Course (i.e. Spring 2003) _____

Title & Number of Course (use a separate application for each course):

Brief description of course: _____

Degree Anticipated and Date: _____

Are you taking a course at: _____ City Request? _____ Your Request?(Check One)

Tuition:	\$ _____	Will you receive government or other financial aid? YES _____ NO _____
Text Books:	\$ _____	
Miscellaneous Fees, etc.:	\$ _____	
Total Costs:	\$ _____	

In order to be reimbursed, the employee must 1) provide proof of prior payment for the course, and 2) provide satisfactory evidence of completion of the course with a grade of "C" or higher for undergraduate school courses, or "B" or higher for graduate courses or a marking equivalent.

Department Head Signature

Date

Applications must be completed and signed by Department Head prior to registration and submitted to Human Resources for approval, provided funds are available, on a first come, first serve basis.

You must submit a separate application for each course. Provide proof of payment and proof of final grade to the Department of Human Resources as soon as possible.

FOR HUMAN RESOURCES/PAYMENT USE ONLY	
Proof of Payment _____	Grade: _____
_____ Director of Human Resources Signature	_____ Date

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Educational Reimbursement Policy and Instructions

The City of New Haven, through Local 3144 & 884 offers employees the opportunity to improve their skills and advance their education by providing financial assistance to those who meet the following eligibility requirements:

- A. All applications for education assistance must be made prior to the time of course registration. Applications not made in advance will be rejected.
- B. Course work for which assistance is being requested must be job related, or it must be of such a nature as to improve the employees promotional opportunities, or it must be a requirement of a college or university degree program which is related to the employees development as a City employee.
- C. Course work must be taken at an appropriately recognized and certified institution. No reimbursement is available under this policy for association meetings, conventions, institutional programs, or other similar forms of extracurricular programs.

Special Funds and ETA employees shall only be eligible for education assistance if the grant or funds from which they are paid permit it or funds are available in the grant for education assistance.

In order to be reimbursed, the employee must:

- A. Complete and submit "Educational Reimbursement Application" to the Department of Human Resources prior to class registration. Please ensure the completed form is approved and signed by your Department Head.
- B. Provide proof of prior payment (i.e. copies of receipts, cancelled check, statement from school) to the Department of Human Resources.
- C. Provide satisfactory evidence of completion of the course with a grade of "C", or higher for undergraduate school courses, or "B" or higher for graduate courses or a marking equivalent (i.e. copies of final grades) to the Department of Human Resources.

Reimbursement is made on a first-come, first-serve basis, with a limited amount of money set aside per fiscal year. Refer to your union contract for more details.

