

COUNTY HEAT TREAT

REQUEST FOR TUITION REIMBURSEMENT

NAME:	DATE:
JOB TITLE:	DEPT.

Degree Program? Yes ___ No ___

List of Proposed Courses

Course Name	Credits	Tuition

Name of School _____

Date Classes Begin _____

Approved By _____

Approval Signature _____

Manager

Reimbursement Details

County Heat Treat will reimburse qualifying employees for most work-related courses (and courses required for a work-related degree). Eligibility is at the discretion of your supervisor and company management. Reimbursement is dependent on the grade received. We reimburse 100% for an A or B, 75% for a C and 50% for a D. No reimbursement is allowed for an F or incompleteness/withdrawal of the course. Books required for a course are also eligible to be reimbursed based on the same schedule. We will reimburse 50% of tuition, fees, and books upon presentation of proof of payment. The balance is withheld pending submission of the final grade report.

I have read and understand the details and procedures for tuition reimbursement.

Signature _____

Return signed copy to your manager for approval. Approved copy should be returned to the Human Resource Department.