

**City of Dublin
Tuition Reimbursement Program
Coursework Reimbursement Approval Form**

Section to be Completed by Employee

Employee's Name	Work Unit	Date
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Coursework Successfully Completed: _____
(Title of Course)

(Attach copy of grade report or official certification confirming completion of the coursework with a grade of 2.0 or better from college/university.)

Reimbursement Amount Requested: \$ _____

(Any financial assistance available to the employee must be deducted from the tuition reimbursement amount that would otherwise be paid.)

(Attach copy of receipt confirming payment for tuition, fees, and required textbooks. No reimbursement will be made for incidental expenses such as paper or supplies, mileage, parking, meals, or other such expenses.)

(Maximum reimbursement per calendar year is \$3,000 for non-union personnel and members of the United Steelworkers bargaining unit and \$3,750 for members of the Fraternal Order of Police – Capital City Lodge No. 9 and Fraternal Order of Police – Ohio Labor Council bargaining units.)

HR Review

HR Action: **Approved** **Disapproved**

If Approved, Amount of Reimbursement Approved: \$ _____

If Disapproved, Reason for Disapproval:

Other Relevant Comments:

HR Representative's Signature: _____ **Date:** _____