

Tuition Reimbursement Pre-Approval



To be eligible for tuition reimbursement you must be a regular full time employee, who is actively employed, and has completed their introductory period. Pre-approval is required prior to the start of the course.

EMPLOYEE INFORMATION

Employee Name

Employee ID #

Employee Job Title

Name of Degree/Certification

COURSE INFORMATION

Name and Address of School

Course Name (a separate form for each course is required)

Course Dates

CHECK ONE

Course is directly related to my current position of advancement within my department.

Course is toward a program culminating in a job related degree or skill training.

Statement of Conditions

Racine County tuition reimbursements are meant to provide financial assistance to employees who voluntarily attend job-related educational courses that can be expected to benefit the County as an employer. By accepting tuition reimbursement, I am agreeing to continue employment with Racine County for at least 12 months after the completion of the course. If I do not complete 12 months of service with Racine County following reimbursement, I will be required to repay the full reimbursement amount. If I do not pay back the reimbursement, I may lose the corresponding amount from accrued vacation, unless the department head grants a waiver.

Employee Signature

Date

This form must be forwarded as follows for Pre-Approval:

Supervisor Signature

Date

Department Head Signature

Date

Human Resources Director Signature

Date

RETURN FORM BACK TO EMPLOYEE

Employee: The backside of this form must be completed and returned to Payroll and HR within 60 days of course completion.

Tuition Reimbursement Request Form



Submit this form along with a course description, satisfactory completion of the course, proof of payment, and the grade received to Payroll and Human Resources, using the following email addresses: payroll_finance@racinecounty.com and humanresources@racinecounty.com.

Course Name

Course Number

Date Course Completed

Course Cost

Book Cost

Amount of tuition reimbursement requested: (not to exceed \$1000 within a calendar year) \$

Racine County will pay a portion of tuition and materials depending upon the grade as follows:

- Up to 70% reimbursement for a grade of B or better;
- Up to 50% reimbursement for a passing grade of C;
- Up to 50% reimbursement for a pass/fail course.