

Pre-Approval for Tuition Reimbursement

To be eligible for reimbursement of 50% of tuition, books and lab fees, employee must complete and submit this form for approval by the City Council pursuant to the employee’s contract.

Eligible classes must be job-related and a benefit to the City or they must be part of a degree program which has been approved. Satisfactory completion (receipt of C or better or a passing grade) of the course is required for reimbursement. When a “Request for Expense Reimbursement” form is submitted, a receipt for payment of tuition and lab fees, grade transcript, and copy of the completed preapproval form must be attached.

Reimbursements are on a first come, first served basis and shall not exceed the department budget.

Employee name: Department: Administration

Employee number: 109850

Position: City Administrator

Class name: Historical Foundations of Public Administration

Number of credit hours: 4

Cost of Tuition per Credit (minus all fees): \$750

Estimated Cost of Books: \$150

School name: School address (1): Hamline University, St. Paul, MN

Course dates: September to December 2015

To be completed by the HR Manager: This employee has been approved by the City Council per the City Administrator’s Employment Agreement.

Approval date _____

How is this class related to your job?

The course is a prerequisite for other course work in the degree program of public administration. The course will help build upon my understanding of the role of public officials, will broaden my exposure to current and past practices, and will as broaden my knowledge and network of contacts for the benefit of the City. To date, I have completed about one-half of the course work for a doctorate in public administration through previous employers.

How will your taking this class benefit the City?

The City will benefit by my exposure to up-to-date and study of public administration practices, and the peer review of current issues and process evaluations. Future elective course work and study will focus on an issue(s) of interest and benefit to the City.

My signature below indicates that I understand the terms of the Tuition Reimbursement Policy, including the following provision: In the event an employee leaves the City, any reimbursement for education received during the 12 months prior to leaving must be returned to the City by the employee.

Employee Signature Date

Request Approval:

City Administrator’s Signature /Date

Mayor/Date

