

City of Lumberton

Educational Assistance Application Instructions

To apply for Educational Assistance, please complete the following steps:

1. Complete the Educational Assistance Application and attach any additional descriptive information regarding the course(s) or degree program you wish to enter. Application must be completed, submitted and approved prior to the course start date.
2. Meet with your department head to discuss your educational reimbursement request. If it is agreed that your request meets policy guidelines and budgetary restrictions, they will grant preliminary approval.
3. Submit the signed education assistance form to the HR Department for review and approval. If HR Department approves it will be forwarded to the City Manager for review and final approval.
4. You will be notified by the HR Department when the application is approved or not approved and given a copy.
5. An employee shall enter into a formal contract once approved for tuition assistance, in which the employee agrees to remain an employee of the City for at least two years after the last tuition reimburse or he/she will be required to pay back any tuition reimbursement monies received within the last two years.
6. Upon completion of the course, you must submit a copy of your final grade report and the paid invoice to the HR Department no more than 60 days after completion. If the course was successfully completed you will be reimbursed for applicable tuition, fees, and book (S).

City of Lumberton

Educational Assistance Application

To: Human Resources Department

Date: _____

From: _____

Department: _____

Dept. Code: _____

Course Name (s): _____

Course Dates: _____ to _____

Degree Sought (If Applicable): _____

If degree program, estimated time period for completion: _____

Name of Institution: _____

Address of Institution: _____

Are you receiving grant money toward tuition and fees? Yes _____ No _____
(If so money will be reduced by grant amount)

Course (s) Expenses: _____
Tuition: _____
Registration: _____
Fees: _____
Book(s): _____
Total: _____

Development objective (what long-term goal is this program/course(s) intended to help you reach):

Value of Degree Program/Course(s) to City of Lumberton: _____

If seeking a degree program, please attached a brief outline of the courses included in the program from the college catalog or program brochure (necessary for initial request only).

I understand that if this request is approved, reimbursement will be contingent upon successful completion (grade A, B, C, or Pass for Pass/Fail) of each course and submission of all receipts and paid bill within sixty days thereafter.

Employee Signature

Date