

# COUNTY OF BERGEN



## Tuition Reimbursement – Course Approval Request Form

**This form must be completed *prior to course registration*. Please read the requirements below and *fill in the information requested* on the back of this page.**

### **Requirements:**

Unless otherwise specified by Labor Agreement\*, the following applies:

1. An employee shall have been employed, in a full time capacity, by the County of Bergen for six (6) months before program eligibility.
2. The employee must receive a passing grade in the course. A grade of “D” is not acceptable.
3. If the employee terminates his/her employment with the County of Bergen or is removed not in good standing within six (6) months after attaining payment for the course, s/he shall pay back all monies received from the County for tuition reimbursement, or have such monies withheld from accrued payments due the employee.
4. Reimbursement to employee is initiated by submitting: proof of payment; evidence of successful course completion; and a copy of this approved Request Form to the Treasurer’s Office.
5. \*NOTE: Employees hired after the ratification date of the most recent Agreement, in some circumstances, are not eligible for this benefit.

PLEASE TURN OVER

