COUNTY OF BERGEN



Tuition Reimbursement - Course Approval Request Form

This form must be completed <u>prior to course registration</u>. 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.



Page 1 of 2 Revised 8/17

COUNTY OF BERGEN



Tuition Reimbursement - Course Approval Request Form

NameFirst	Middle	Initial Last
		SSN: (last 4 digits)
Division/Department	10-71	
Date of Hire: Month:Y		ull-time position)
Course Information: (Attach a	ny/all related docume	nts)
College/University		
How is course content related to	current job responsibi	lities?
Cost per credit \$	Total credits	Total cost \$
PLEASE ATTACH DOCUMENTATION INDICA	TING PER CREDIT COST	
Reimbursement requested (not to	exceed applicable an	nual Labor Agreement limits) \$
Employee's Signature	D	ate
Recommended for approval by	:	
Division Director	Da	ate
Department Director	Da	ate
P	ersonnel Review/Fin	al Approval
rgaining Unit	Per Credit Max	Annual Max.
nount approved (subject to prior a	nnual reimbursement	maximum)
en Busteed, Acting Personnel Director	Date Julien X.	Neals, Acting County Administrator Date

Employee Information: