

Town of Southborough – Tuition Reimbursement Request Form
TO BE COMPLETED BY APPLICANT PRIOR TO TAKING COURSE

Date of request: ____/____/____

Employee Name:		Employment Status:	<input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time
Current Position:			
Department:		Department Manager:	
Name of Course and/or Program:		College/University:	
Course/Program Level:	<input checked="" type="checkbox"/> Certificate Program <input type="checkbox"/> Associates <input type="checkbox"/> Bachelors <input type="checkbox"/> Graduate		
Start and End Dates of Course: <i>(Ex: Jan 2018 – May 2018)</i>		Course Dates and Time <i>(ex: M, W, F: 6-9pm)</i>	
		OR:	<input type="checkbox"/> Online Course; N/A
Describe how this course and/or program are work-related. <i>Course description and any relevant materials must be submitted with pre-approval form.</i>			
Course Title	Credits	Anticipated Tuition	
TOTAL ANTICIPATED COST:			
ANTICIPATED REIMBURSEMENT AMOUNT REQUESTED:			

Requesting Employee <i>I hereby certify that the above information is true.</i>			
	Print Name		
	Signature	Date	
Required Pre-Approval			
Department Manager <i>Signature certifies that the course(s) listed above are related to the employee's individual development plan.</i>			
	Print Name		
	Signature	Date	
Personnel Board Chair <i>Signature certifies Board vote of approval in the amount of:</i> <div style="border: 1px solid black; padding: 2px; width: fit-content;">\$ _____</div>			
	Print Name		
	Signature	Date	

Town of Southborough Tuition Reimbursement

The tuition reimbursement policy is established according to the Personnel Bylaw entitled "THE SALARY ADMINISTRATION PLAN"

PROCEDURE

Pre-Approval - To be eligible for reimbursement the employee must obtain pre-approval from the Department Manager and Personnel Board. The employee should submit the Tuition Reimbursement Request Form and the course description to their Department Manager (with a copy to the Personnel Board Chair). The Department Manager will review and make a determination that the course, degree or licensure being sought is work-related. The Department Manager will then submit the Tuition Reimbursement Request Form to the Assistant Town Administrator, who will inform the Personnel Board of a pending request.

Reimbursement - Upon course completion, the employee must submit the following to the Department Manager:

1. A completed expense reimbursement form;
2. A copy of the approved, signed Tuition Reimbursement Request Form;
3. Official transcript or document displaying satisfactory completion of the course with a grade of at least a 'B';
4. Receipt of payment for course tuition.