



Education Reimbursement Application

Name: _____ Employee No.: _____

In your opinion, how does this training or educational assistance qualify under the training and educational assistance program. Please reference the policies & procedures manual, Section 32, Training and Educational Assistance.

Employees may receive benefits under one of the following options each fiscal year, as approved. Check which program you are applying for:

- Advanced Educational Program (Obtaining a College Degree)
Must attach the official curriculum for your designated degree or certification program.
 1. University or college you are/will be attending: _____
 2. What is your declared major or certification program? _____
 3. What is the expected date of completion? _____
 4. What course(s) do you plan to take this fiscal year _____
 5. What is the total cost of tuition: _____ books: _____
 6. Are you receiving any other financial assistance in the form of a scholarship, grant, or other program? _____ If yes, explain. _____

- Sworn Law Enforcement Officer Student Loan/POST Reimbursement Program
Officers are eligible for this program after having served as a sworn law enforcement officer for Tooele city for two (2) years (including FTO time)
 1. Attach a copy of your degree and a statement as to why this degree is relevant to the law enforcement profession – or – attach a copy of your POST graduation certificate.
 2. Attach a document that substantiates you have an outstanding student loan.
 3. Attach a statement declaring that your student loan was incurred for the purpose of receiving your college education.

I certify that the above information is correct and that I have read, fully understand, and will abide by the terms and conditions as specified in the Training and Educational Assistance Policy.

Signature _____
Date

APPROVALS: Denied Approved Approved with provisions (Separate sheet attached)

Department Head's Approval _____ _____ _____
Date Date Supervisor's Approval Date

Finance Director's Approval _____ _____ _____
Date Date Human Resource Director's Approval Date