City of Newton Application for Tuition Aid - Management and Non-Union Employees

INSTRUCTIONS

Prior to Enrolling in Course:

- You must have completed twelve continuous months of full-time employment
- Employees: Complete Section I and submit copy to your Department Head
- **Department Head:** Complete Section II and submit to Human Resources Department
- Human Resources: Complete Section III and forward copy to Department Head and Employee

After enrolling in course/workshop

• Employee submit copy of paid tuition bill to Human Resources Department

When Course is Completed:

- **Employee**: Submit copy of the paid tuition bill and official transcription of your grade to your Department Head
- Department Head: Reviews grade and forward with transcript to Human Resources Department

SECTION I	To be Completed by Employee	Please Print
Name		Date of Hire
Last Department	First Initial	Perm F/T yes no
Name of School		
Course Name and N	Number	
Tuition Cost	Date Course Begins	Ends
Are you eligible to	receive Veteran's Benefits, Scholarship,	or Grant? Yes No
	Employe	ee Signature Date
SECTION II	To be Completed by Departm	ent Head
• Will it increase	rectly related to the employee's present je the employee's qualifications for advance	cement within city government? YesNo
	ommended Not Recommende	
		Department Head Signature Date
SECTION III	To be Completed by Human I	Resources
Approved	Disapproved Comments	