

City of Newton
Application for Tuition Aid - 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

When Course is Completed:

- **Employee:** Submit copy of the paid tuition bill and official transcription of your grade to Human Resources Department in order to receive tuition reimbursement.
- **Department Head:** Approve tuition bill and forward with transcript to Human Resources.

SECTION I To be Completed by Employee Please Print

Name _____ Date of Hire _____

Last First Initial

Department _____ Job Title _____ Perm F/T yes _____ no _____

Name of School _____

Course Name and Number _____

Tuition Cost _____ Date Course Begins _____ Ends _____

Are you eligible to receive Veteran's Benefits, Scholarship, or Grant? Yes _____ No _____

Employee Signature Date

SECTION II To be Completed by Department Head

- Is the course directly related to the employee's present job? Yes _____ No _____
- Will it increase the employee's qualifications for advancement within city government?
Yes _____ No _____

_____ Recommended _____ Not Recommended

Explain: _____

Department Head Signature Date

SECTION III To be Completed by Human Resources

___Approved ___ Disapproved Comments _____

Staff Development Date

Director of Human Resources Date