

Course Request and Approval

Commencing January 1, 1999 and each year thereafter, the Authority will make available up to a total of \$5,000 of tuition refund a year, \$2,500 every six months. The employee must secure the approval of the Executive Director or his/her designee prior to registering for the course and the employee will be advised of the Executive Director's decision within 30 calendar days of the submission of the request. An employee will be eligible for a maximum \$1,000 of tuition assistance during each 6-month period, with the amount of reimbursement being prorated for all employees approved for a tuition refund when the total amount of requested reimbursement exceeds the \$2,500 maximum during any 6-month period.

Employee's name (please print) _____

Date submitted _____

Course name _____

Course dates from _____ to _____

Tuition cost _____

Employee's signature _____

Course Approval

Signature of Executive Director _____

Approval for Tuition Reimbursement

Grade B or better, 100 % reimbursement \$ _____ Director's approval _____

Grade C, 75% reimbursement \$ _____ Director's approval _____

Additional Comments _____

Employee's signature _____

Date of input Accounts Payable Department _____