***(Please forward request to Human Resources Administration on your department letterhead)***

June 22, 2023

TO: ***(Department Head)***

FROM: ***(Employee)***

SUBJECT: Request for Tuition Reimbursement

I am requesting your recommendation for approval of tuition reimbursement for the following course(s). I plan to attend during ***(semester and year)*** at ***(name of educational institution)*.**

* ***(Course and course description)***

I believe this course is directly related to my position with Washoe County as ***(job class)*** and will ***(benefit to Washoe County).***

The cost per credit ***(or registration)*** is *(****$ \_\_\_\_\_)*** and I am requesting reimbursement in the amount of ***($ \_\_\_).***

I understand that I must complete the class with a final grade of “B” or better to qualify for reimbursement.

(**optional)** I am also requesting reimbursement for the required textbooks, which I will then donate to Washoe County.

I understand that the maximum tuition reimbursement, including reimbursement for textbooks is (**$750 or contract amount)** in a calendar year.

Sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 ***Employee Signature Date***

**Department Acknowledgement**

Pursuant to the County Policy, I have reviewed ***(employee’s name)*** request for tuition reimbursement for ***(identify courses and the semester to which approval applies).***

This expenditure will be paid from Cost Center ***(indicate Cost Center and GL)***

Employee is covered by the ***(Collective Bargaining Agreement)*** and is eligible for up to ***($750 or contract amount)*** of tuition reimbursement per year.

I recommend approval of tuition reimbursement for this request.

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***Department Head Signature Date***

CC: Department HR Rep

 Department Human Resources Analyst