

CITY OF TOLEDO TUITION REIMBURSEMENT APPLICATION
ELIGIBILITY & INSTRUCTIONS

PLEASE READ CAREFULLY

All questions or concerns should be directed to the Human Resources, Benefits, 419-245-1500.

ELIGIBILITY

Bargaining Unit/Ord.	Local 7 [2115.117]	Local 2058 [2105.96 (a) (b) (c)]	Exempt [2101.42 (a) (b) (c)]	Teamsters 20 [2121.108 (a) (b) (c)]
Type of Courses?	Degree-related for Classified employees; technical must be job related	Degree-related to City Employment	Degree related to job, City Employment, or Career Path	Courses must be job/career path-related and cannot exceed two promtnal steps
Full- or Part-time?	Both (part-time is pro-rated)	Must be Full-time	Both (part-time is pro-rated)	?
Non-accredited schools?	Included	Included	Included	Included
Grade-Based Rembrsmnt	100%-A; 90%-B; 80%-C	100%-A; 90%-B/C	100%-A; 90%-B/C	100%-A; 90%-B; 80%-C
Credit Allowed	15-hrs per Sem. 10-hrs per Qtr.	10-hrs per term	10-hrs per term	8-hrs per semester 10-hrs per quarter
Cost	Less than or equal to U.T. Tuition costs, including general fee.	Less than or equal to U.T. Tuition costs, including general fee.	Less than or equal to U.T. Tuition costs, including general fee.	TUTION FEE ONLY

- Any employee participating in the tuition reimbursement program that resigns, retires (non-disability) or is terminated must repay the tuition reimbursement paid by the City for courses taken less than two (2) years prior to the date of termination. If necessary, this amount will be deducted from the employee's termination pay or his/her final paycheck.
- An employee who is temporarily laid off will be allowed to complete the course(s) in progress during the school quarter or term in which the employee was laid off, and will be reimbursed for the course, provided prior approval was granted.
- A laid off employee is not eligible for this policy until they are recalled
- An employee who resigns or is terminated for cause and/or performance will lose all rights and benefits under the Educational Refund Policy effective the date of separation.
- Course requirements, such as attendance, homework assignments, etc., are to be fulfilled outside the employee's scheduled work hours.

INSTRUCTIONS

- Complete the form **prior to the start of the course (30 days recommended)**; turn signed form into supervisor/department head for approval. Once the recommendation for approval is completed, it should be forwarded to the Department of Human Resources for final consideration.
 - A copy of your approval/denial application together with a refund certificate form (if applicable) will be sent to you. **This is your authorization to register and pay your fee as set forth in your application.** Should your request be denied, you will receive notification stating the reason.
- Upon completion of this course, fill in the required information on the refund certificate; attach receipts and proof of course(s) completion, and the grade(s) received. Secure the signatures of the Department Head and send completed forms to Human Resources. **Be sure to attach a copy of your official grade and original receipts to the Refund Certificate.** If applicable, submit form to be paid by your Department payroll clerk.