INSTRUCTIONS:

1. Complete this Application PRIOR to enrolling in the course listed below; attach a course description and have your supervisor complete Section II and your department head complete Section III. **COMPLETE ONE APPLICATION PER COURSE.**
2. Send the completed application to the Human Resources Manager for final approval. You will be notified of the status of your request within 7 days.
3. After completing the approved course(s), send evidence of satisfactory completion and receipts for tuition-related fees and required books and materials to the Human Resources Department.
4. Tuition refunds are limited to reimbursement of your actual costs (not paid by Veteran's Administration, State of California, or other sources) for tuition and required textbooks and materials. Cost of textbooks and materials are reimbursed only if they are donated to the District for references or re-use by others.
5. Upon termination of employment by the District for any reason other than retirement or disability, you must refund all tuition refund payments made to you during the preceding twelve months.

SECTION 1 – EMPLOYEE’S APPLICATION / REQUEST

Name: ___________________________ Job Title: ___________________________ Date: ___________________________

I hereby submit the following course for approval under Administrative Procedure Number V-1, Educational Reimbursement:

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Descriptive Title:</th>
<th>Instruction Starts:</th>
<th>Ends:</th>
</tr>
</thead>
</table>

Estimated Tuition: $ ______ Books/Materials: $ ______ Lab Fees: $ ______ Other: ______

Attach a course description from the educational institution and briefly describe the course:

________________________________________________________________________________________

________________________________________________________________________________________

________________________________________________________________________________________

CHECK ONE:

I believe this course is:

☐ Directly related to my present job (improves or maintains my present skills or skills required for my current position).

☐ Indirectly related to my present job (may qualify me for another job within the District)

☐ Generally related to water, wastewater, or environmental issues;

How will this course help you better perform your current job or assist you in preparing for other jobs in the District?

________________________________________________________________________________________

________________________________________________________________________________________

________________________________________________________________________________________

________________________________________________________________________________________

________________________________________________________________________________________

________________________________________________________________________________________

________________________________________________________________________________________
If this will help prepare you for other classifications in the District, list them:


Are you eligible for any other educational financial assistance? Explain.


SECTION II – SUPERVISOR’S RECOMMENDATION

CHECK ONE:

☐ Directly related to the employee’s present job (improves or maintains his/her present skills or skills required for his/her current position)

☐ Indirectly related to employee’s present job (may qualify him/her for another job within the District)

☐ Generally related to water, wastewater, or environmental issues

Please describe how the course is either of direct or indirect benefit to the District relative to the employee’s current or potential job responsibilities:


Supervisor’s Signature: ___________________________ Date: __________

SECTION III – DEPARTMENT HEAD OR DIVISION MANAGER REVIEW

I have reviewed this request and I ☐ Agree ☐ Disagree with the Supervisor’s recommendation.

Comments:


Department Head / Division Manager Signature: ___________________________ Date: __________

SECTION IV – FINAL APPROVAL BY THE HUMAN RESOURCES MANAGER

This course is:

☐ Your proposed course of instruction is directly related to your present job. In accordance with the existing policy, you will be eligible for reimbursement of the actual costs incurred by you for this specific course.

☐ Your proposed course of instruction is indirectly related to your present job. In accordance with the existing policy, you will be eligible for reimbursement of one-half (50%) of the actual costs incurred by you for this specific course.

☐ Your proposed course of instruction is not related to your present or a potential job within the District, and/or not related to water, wastewater, or environmental issues.

Brief Explanation:


Human Resources Manager: ___________________________ Date: __________