

**CITY OF NEW HAVEN  
EDUCATIONAL REIMBURSEMENT APPLICATION**

Name: \_\_\_\_\_ Dept.: \_\_\_\_\_ Ext.: \_\_\_\_\_

Position: \_\_\_\_\_ Date Submitted to Human Resources: \_\_\_\_\_

**Bargaining Unit:**  
3144 \_\_\_\_\_ 884 \_\_\_\_\_ 71 \_\_\_\_\_

**Funding Source of your salary:**  
General Funds \_\_\_\_\_ Special Funds \_\_\_\_\_

**Institution/School:** \_\_\_\_\_

**Dates of Course (i.e. Spring 2011, Summer Session 2010)** \_\_\_\_\_

**Title & Number of Course (use a separate application for each course):**  
\_\_\_\_\_

**Brief description of course:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Degree Anticipated and Date: \_\_\_\_\_

Are you taking a course at: \_\_\_\_\_ City Request? \_\_\_\_\_ Your Request?(Check One)

|                           |          |   |
|---------------------------|----------|---|
| Tuition:                  | \$ _____ | Will you receive government or other financial aid?<br>YES _____ NO _____ |
| Text Books:               | \$ _____ |   |
| Miscellaneous Fees, etc.: | \$ _____ |   |
| <b>Total Costs:</b>       | \$ _____ |   |

In order to be reimbursed, the employee must 1) provide proof of prior payment for the course, and 2) provide satisfactory evidence of completion of the course with a grade of "C" or higher for undergraduate school courses, or "B" or higher for graduate courses or a marking equivalent.

\_\_\_\_\_  
Department Head Signature

\_\_\_\_\_  
Date

Applications must be completed and signed by Department Head prior to registration and submitted to Human Resources for approval, provided funds are available, on a first come, first serve basis.

You must submit a separate application for each course. Provide proof of payment and proof of final grade to the Department of Human Resources as soon as possible.

|  |               |
|--|---------------|
| <b>FOR HUMAN RESOURCES/PAYMENT USE ONLY</b>    |               |
| Proof of Payment _____                         | Grade: _____  |
| _____<br>Director of Human Resources Signature | _____<br>Date |

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**Educational Reimbursement Policy and Instructions**

*The City of New Haven, through Local 3144, 884 and 71 offers employees the opportunity to improve their skills and advance their education by providing financial assistance to those who meet the following eligibility requirements:*

- A. All applications for education assistance must be made prior to the time of course registration. Applications not made in advance will be rejected.
- B. Course work for which assistance is being requested must be job related, or it must be of such a nature as to improve the employee's promotional opportunities, or it must be a requirement of a college or university degree program which is related to the employee's development as a City employee.
- C. Course work must be taken at an appropriately recognized and certified institution. No reimbursement is available under this policy for association meetings, conventions, institutional programs, or other similar forms of extracurricular programs.

Special Funds and ETA employees shall only be eligible for education assistance if the grant or funds from which they are paid permit it or funds are available in the grant for education assistance.

*In order to be reimbursed, the employee must:*

- A. Complete and submit "Educational Reimbursement Application" to the Department of Human Resources prior to class registration. Please ensure the completed form is approved and signed by your Department Head.
- B. Provide proof of prior payment (i.e. copies of receipts, cancelled check, statement from school) to the Department of Human Resources.
- C. Provide satisfactory evidence of completion of the course with a grade of "C", or higher for undergraduate school courses, or "B" or higher for graduate courses or a marking equivalent (i.e. copies of final grades) to the Department of Human Resources.

Reimbursement is made on a first-come, first-serve basis, with a limited amount of money set aside per fiscal year. Refer to your union contract for more details.

