

ATTACHMENT 801

**TOWN OF GREENWICH
REQUEST FOR TUITION REIMBURSEMENT – EMPLOYEE TRAINING**

TO: Mary Pepe
Director of Human Resources

FROM: _____
(Employee Name)

DATE: _____

In order to advance my knowledge and proficiency in my current position as _____ in the Town of Greenwich, I have enrolled as a Matriculated _____ Special _____ student at _____.

The curriculum followed will _____ will not _____ lead to a _____ degree in _____. The course(s) to be taken on _____, starting at _____ P.M. and ending at _____ P.M. during the semester from _____ to _____, are as follows:

	Number of Credits	Tuition Costs
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____

I am requesting reimbursement of tuition and registration fees at 50%, as outlined in Section 802 of the Personnel Policy Manual, in the amount of \$_____ for the above listed course(s) which are directly job-related or follow a job-related curriculum. It is understood that books and travel are not reimbursable. It is also understood that reimbursement will be made after a copy of the paid invoice for tuition and fees and an official copy of the final passing grade for each course has been submitted to the Department Head and the Director of Human Resources. I have read, understand and agree to all of the provisions outlined in Section 802 of the Human Resources Policy and Procedures Manual.

(Employee's Name)

(Employee's Signature)

Endorsement:

This request has been approved _____
Has not been approved _____

(Department Head)

Director of Human Resources