Genesee County Drain Commissioner Division of Water and Waste Services

EDUCATIONAL REIMBURSEMENT APPLICATION

DATE

NAME	DEPT.	JOB TITLE

COURSE INFORMATION

CREDITS, COURSE NAME & NUMBER	DAYS & HOURS OF CLASS						FEE
	DAYS		FROM		TO		
	DAYS		FROM		TO		
	DAYS		FROM		TO		
						TOTAL	

INSTITUTION	TERM BEGINS	TERM ENDS

I AM RECEIVING EDUCATIONAL ASSISTANCE UNDER VETERANS ADMINISTRATION YES____ NO____

I AM RECEIVING SCHOLORSHIPS OR OTHER SIMILAR AID. YES____ NO____

I HEREBY APPLY FOR APPROVAL TO STUDY THE ABOVE COURSE(S) IN ACCORDANCE WITH APPLICABLE EDUCATIONAL REIMBURSEMENT PROVISIONS. FURTHERMORE, I DO HEREBY DECLARE THAT TO THE BEST OF MY KNOWLEDGE THE ABOVE INFORMATION IS CORRECT. IT IS UNDERSTOOD THAT EDUCATIONAL REIMBURSEMENT MAY BE CONTINGENT UPON OBTAINING OR VERIFYING CERTAIN INFORMATION FROM THE EDUCATIONAL INSTITUTION. IF THIS IS NECESSARY, THE EMPLOYEE WILL BE REQUIRED TO SIGN A WRITTEN RELEASE FORM PROVIDED BY THE PERSONNEL DEPARTMENT, IN ORDER TO RECEIVE SAID REIMBURSEMENT.

SIGNED	DATE

REIMBUSEMENT WILL BE PAID TO YOU WHEN YOU SUCCESSFULLY COMPLETE THE COURSE(S). PAY THE TUITION FEES WHEN YOU REGISTER. KEEP YOUR RECEIPT FROM THE SCHOOL AND PRESENT IT AND YOUR OFFICIAL GRADE REPORT TO THE HUMAN RESOURCE DEPARTMENT. THE GRADE REPORT MUST BE ORIGINAL (NOT A COPY) OR YOU MUST HAVE THE INSTITUTION SEND THE HUMAN RESOURCE DEPARTMENT A TRANSCRIPT TO VERIFY THAT YOU HAVE COMPLETED THE COURSE. YOU WILL RECEIVE REIMBURSEMENT ONLY FOR THOSE COURSE(S) FOR WHICH YOU HAVE GAINED PRIOR APPROVAL. IF YOU HAVE ANY QUESTIONS CONCERNING THE EDUCATIONAL REIMBURSEMENT PROGRAM, CONTACT THE HUMAN RESOURCE DEPARTMENT.

DO NOT WRITE BELOW THIS LINE

	HR Review Date:
Division Director: Date:	Current Year Balance: