SUBMIT TO HUMAN RESOURCES

TUITION REIMBURSEMENT FORM

CITY OF DALLAS

EMPLOYEE INFORMATION

Last Name	First Name	M.I.	Emp. No.	Dept. Name	Total Years of Service

Job Title	Home Address	Home Phone (or Cell Phone)	Email Address (work or home)

COLLEGE/UNIVERSITY INFORMATION

College/University:

Degree Program: ☐ Undergraduate ☐ Graduate

Enrollment Status: ☐ Full-Time ☐ Part-Time

Course Number	Course Title	Credit Hours	Tuition	Begin Date	End Date

Total Tuition: $

Briefly explain how the course(s) improves your <u>current</u> job skills?

I clearly understand that providing an incomplete form, not providing all the required documents and falsification of information will result in me being ineligible for tuition reimbursement and subject to disciplinary action.

Applicant's Signature	Date	Human Resources	Date

Manager's Signature	Date	Director's Signature	Date

IMPORTANT: Upon completion of course(s), an itemized <u>tuition receipt</u> and <u>grade(s)</u> must be attached to this form for reimbursement. ***(Only course expenses are reimbursable by the city. Late charges, book fees, parking, etc. will not be reimbursed.)***

----------HUMAN RESOURCES USE ONLY----------

Document Checklist: ___ Official proof of "Satisfactory" grade
___ Proof of Payment
___ Dated Itemized Bill

_____ **REQUEST APPROVED**

$_____ **AMOUNT APPROVED**

_____ **REQUEST DENIED**

Approved By: _____ Date: _____

Human Resources
1500 Marilla Street, 6AS
Dallas, Texas 75201
Telephone: 214/670-3120