## **EDUCATION REIMBURSEMENT**

### INSTRUCTIONS FOR EMPLOYEES

- 1. Education Reimbursement is offered to all employees as provided in the Personnel Rules 18 and Memorandum of Understanding (MOU's).
- 2. Your <u>personal</u> allowance for education reimbursement varies according to your MOU (provided sufficient funds are available at the time of your claim). Reimbursements are paid until the City allowance is exhausted. It is therefore to your advantage to file an ESTIMATED CLAIM with us prior to completion of the course.

#### TO FILE AN ESTIMATED CLAIM

- 1. Please complete the appropriate application form for your course (one form per course).
  - Use FORM CC01 for Community College Courses.
  - Use **FORM UC01** for a four-year college or university.
- 2. Turn in the completed form with Department Head approval to Human Resources and retain a copy for your records.
- 3. You will receive a confirmation and claim instructions from Human Resources after receipt of your application.

#### TO CLAIM YOUR REIMBURSEMENT

When you have finished your course, please follow these instructions to receive your reimbursement:

- 1. Provide verification and attach a copy of your final grade/s (grade must be C or higher for community college and B or higher for graduate programs).
- 2. Provide a copy of the receipt(s) to show payment for the course (and payment for books if applicable).
- 3. Submit all documents to Human Resources.

IF YOU HAVE ANY QUESTIONS REGARDING EDUCATION REIMBURSEMENT, PLEASE CALL
THE HUMAN RESOURCES DEPARTMENT AT 760-323-8215

# CITY OF PALM SPRINGS APPLICATION FOR EDUCATIONAL REIMBURSEMENT

Personnel Rule 18, Section 18.2

Form UC01 (Four Year College or University Courses)

Name:				Dale	ə:	
Position:		ID #	#: <u> </u>	Dep	t:	
I hereby request approval  Name of Course:		•		•	ourse):	
Name of Educational Instit						
					se description	
Number of Units:					I Tri. ☐ Other ☐	
Term:	–	Winter $\Box$	Spring 🖵	Summer 🗆	Year:	
Days and Time:						
Full Tuition	\$		: ÷ 2	= \$	<u>:</u>	
Total Cost of Books			÷2		:	
Total Reimbursement				\$	<u>:</u>	
understand that the above request for Memorandums of Understandings (MOU eligibility for educational benefits to take course completion and grades must be some undergraduate level course or a grade agree to pay the City of Palm Springs the principal during the second year following ules.	ls") and any reimbing the above course ubmitted prior to resort "B" or equivalence full City contribution.	oursement will be  i. I understand  eimbursement. I  nt for a graduate  ion if I retire or re	e paid according that proof of pay I further understa e level course. esign in the first	yment (receipts and that I must year following t	rtify that I have exhausted s, cancelled checks, etc.), receive a grade of "C" or e the completion of the cours	all State and Fede together with proo equivalent, or better e reimbursed, if I re
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