

**City of Melbourne Employee Tuition Reimbursement Program  
Reimbursement Approval/Request Form Instructions**

**Section I**

Employee's instructions to complete initial request

Complete Section I of the Tuition Reimbursement Request Form

- a. Name
- b. Title
- c. Department
- d. Phone/extension
2. Select appropriate Degree Program
3. Attach full course description
4. Enter tuition cost and total amount for reimbursement request
5. Check box for financial aid disclosure
6. Attach financial aid statement (if available)
7. Write or attach statement for degree program relevance
8. Sign and date

Provide completed document to Division Manager for review then it will be forwarded to the Department Director for recommendation and signature.

Department Director shall provide completed document to Human Resources.

Human Resources will make a determination and notify the employee and the Department Director in writing.

Original document will be sent back to employee and a copy will be place in the employee's file.

**Section II**

Employee's Instructions upon course completion

After successful completion of classes, submit attached Tuition Reimbursement Request Form to the Human Resources Department for completion. This form is invalid if prior course approval was not provided.

Within 60 days of course end date, submit the following documents

1. Section II of the Tuition Reimbursement Form
2. Official proof of successful completion of course(s) with a Pass or a Grade B or higher

3. Financial Aid statement from the educational institution
4. Receipt of prior payment for course
5. Submit completed check request form

Human Resources will determine pay approval/denial and amount.

Human Resources will forward check request to Accounts Payable.