

Lake Forest Education Reimbursement Program

Submission Process

- Complete the education reimbursement application and attach information regarding the course(s) or degree program you wish to enter.
- Meet with your department manager to discuss your request to verify alignment with policy.
- Submit the signed form and program information to the HR department for final review.

Reimbursement Process

- Upon completion of the course, submit the following to the HR Dept:
 - A receipt showing payment.
 - Grade report or information showing completion of the course.

Education Reimbursement Application

Date: _____

Employee name: _____

Department: _____ Job title: _____

Course/Training title: _____

Course date/s: _____ to _____

Degree sought (if applicable): _____

Name of institution: _____

Course Expenses: Tuition: \$ _____

Other Expenses: \$ _____

Total cost: \$ _____

Development objective: What goal is this program/course intended to help you reach? (Justifications should detail how participation in the program will benefit the department, the City and the employee.)

If seeking a degree program, please attach a brief outline of the courses included in the program from the college catalog or program brochure (necessary for initial request only).

I understand that if I am participating in a degree program, I will be responsible for repaying a portion or all of the cost should I not fulfill the time requirement. I understand that if this request is approved, reimbursement is contingent upon submission of proof of course completion and all receipts as outlined in Admin Dir 2-9, Education Reimbursement Program.

Employee Signature

Date

DEPARTMENT RECOMMENDATION

Does this application meet the established guidelines of the education reimbursement program policy?

Yes No

Reason:

Department Head Signature

Date

HUMAN RESOURCES DEPARTMENT APPROVAL

This request is Approved Not approved

Reason (if not approved): _____

HR Director Signature

Date