

CITY OF WHITING, INDIANA

COLLEGE AND TRADE TUITION ASSISTANCE PROGRAM

1. PURPOSE

The City of Whiting administration wishes to encourage and assist those employees who wish to further their education or trade training. To that end, the City will provide limited reimbursement for tuition costs for those employees who qualify and comply with the program requirements. The program will commence January 1, 2020.

2. ELIGIBILITY

The Tuition Assistance Program is open to any full-time employee or permanent part-time employees working an average of twenty (20) hours per week in a calendar year. Elected officials, board and commission members, seasonal employees and part-time employees working less than twenty (20) hours per week do not qualify for the program.

3. PROGRAM RULES

- A. The employee must complete the application form and return to his/her supervisor before enrolling in the class. This allows the Clerk-Treasurer to confirm availability of funds.
- B. The reimbursement amount is limited to no more than Three Thousand Dollars (\$3,000.00) per 12 month period.
- C. The employee must be working toward an associate, bachelor's or Master's degree or trade certificate.
- D. Reimbursement is only for the cost of tuition, books, and class-related fees and an employee shall provide evidence of payment of said costs.
- E. The employee must attend a state accredited institution.
- F. Employee must provide documentation from the institution and must obtain a grade of C or GPA of 2.5 or the equivalent to receive reimbursement.
- G. On-line courses are included so long as the school is a state accredited institution.
- H. The employee must still be employed with the City at the time of reimbursement.
- I. The employee shall file the documentation of course completion and grade within sixty (60) days of course completion.
- J. The employee **is not** permitted to attend classes during his/her normal work hours.
- K. The City reserves the right to limit the number of enrollees in any given year based on availability of funds.

**APPLICATION FOR CITY OF WHITING
TUITION ASSISTANCE PROGRAM**

Date of application: _____

Employee name: _____

Date of hire: _____

Department: _____

Supervisor: _____

Name of Institution in which employee is enrolled: _____

Term for which reimbursement will be requested:

Fall _____ Spring _____ Summer _____

Number of credit hours for term designated above: _____

Course of Study: _____

Anticipated degree or certificate: _____

Anticipated graduation date: _____

Value of reimbursement: _____

(Employee must attach receipts for all expenses related to reimbursement request.)

I affirm that I have read the rules and regulations for the College and Trade Tuition Assistance Program and am in compliance with them. I expressly understand that if I do NOT obtain a grade of "C" or better, a GPS of 2.5 or the institutional equivalent, I will NOT be eligible for reimbursement of my costs.

Employee signature

For office use only:

Date received by Supervisor: _____

Signature of Supervisor: _____

Date received by Clerk: _____

Signature of Clerk-Treasurer verifying availability of funds: _____