

**CITY OF HICKORY
TUITION ASSISTANCE PROGRAM APPLICATION**

NAME _____ POSITION _____

DIVISION _____ DEPARTMENT _____

EDUCATIONAL BACKGROUND

Highest Grade Completed

School or Institution Last Attended

Major Subject

Degree, Certificate, or Number of Semester/Quarter Hours

I hereby submit the following course(s) for approval under the rules of the Tuition Program.

Name of School or Institution

Course Title	Credits	Begins	Ends	Reg. Fees	Tuition Fees	Other Fees
			TOTAL			

I am working toward _____ Credit only _____ Certificate _____ Degree

in the area of _____

State briefly why you believe this course(s) will help you in your present job or prepare you for greater responsibilities with the City of Hickory.

I understand that if my application is approved, the City of Hickory will reimburse me for certain expenses as defined in the City's Tuition Assistance Program Policy and Procedure, subject to the availability of funds. I further understand that I must complete the course(s) and provide certification that my grades meet the standards of the institution's program.

Requested:

Applicant's Signature

Date

Approved:

Department Head

Date

OBJECTIVES OF THE TUITION ASSISTANCE PROGRAM - The objective of this program is to encourage City coworkers to take course work that will improve their performance in their present position and/or help them prepare for positions of higher responsibility within the City organization.

SCHOLARSHIP STANDARDS REQUIRED FOR REFUNDS - In order to qualify for the allowable refund of educational costs, coworker must complete each course with a grade of C or better, a passing in a pass/fail system or a satisfactory, depending upon what grading system is used.

INSTRUCTIONS FOR APPLICANT:

1. Submit 2 copies of completed application to supervisor or department head.
2. Discuss coursework with your department head. If possible, elective courses for degree programs should also be job related.
3. The department head will send a copy of the application to the training coordinator.
4. Notice of approval will be mailed to the employee with a Refund Request Form by the Human Resources Department (training coordinator).
5. After the course has been successfully completed, the coworker is responsible for having the refund request approved by his/her department head.