



CITY OF ALEXANDRIA
Educational Tuition Assistance Program
Application & Agreement



Employee Name _____ Employee ID # _____
Last, First, Middle Initial

Home Address _____
Street City State Zip

Position Title _____ Date of Hire _____

Dept./Div./Section _____ Work Phone# _____

Course Title _____

Course Start Date _____ Course End Date _____

Educational Institution: _____

Degree related: Yes No What is your degree in: _____

Related to current position: Yes No Associate Master
 Bachelor Doctorate

Certificate: Yes No Name of Certificate _____

State briefly how this course will benefit the performance of your job or the position to which you aspire. **(Also attach course description and cost verification from catalog.)**

Cost per Credit Hour \$ _____ Required Lab Fee\$ _____ Total Tuition Cost \$ _____

Agreement:

- I request payment **prior to** satisfactory completion of the above course.
- I request reimbursement upon satisfactory completion of the above course.

I agree to all the terms and conditions set forth in the Educational Tuition Assistance Program Agreement and Administrative Regulation 6-16, Employee Educational Tuition Assistance Program.

Employee Signature _____ Date _____



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PLEASE READ CAREFULLY

THIS AGREEMENT, made and entered into this _____ day of _____ 20 ____

By _____ referred to in this Agreement as “the Employee”), and the City of Alexandria (referred to in this Agreement as “the City”), provides as follows:

1. The City’s Educational Tuition Assistance Program encourages employees to enroll in courses leading to a formal professional certification or college/university degree.
2. The City has a policy to reimburse an Employee for certain educational expenses with the understanding that the Employee successfully complete an approved course of study and incurred educational expenses related to that course of study; and the Employee remains in City employment for a minimum of one year after receiving tuition assistance and satisfactorily completing the course.
3. The Employee who receives external funding from another entity (e.g., scholarships, grants, other stipends, GI Bill, other organizations) may only apply for City Educational Assistance for tuition and fees **not covered by the external-funding source**. The Employee is eligible for City Educational Assistance **only** if the cost of the tuition exceeds the amount of assistance received by the external funding source.
4. If the Employee requests and receives approval for tuition prepayment, the check will be made payable to the Employee with the understanding that proof of class registration and payment must be made within 30 days of receiving the funds.
5. Any Employee who receives Educational Assistance funds pursuant to this Agreement may **only** use the City funds for tuition and required laboratory fees (if applicable). The Employee **may not** use the funds for any other educational expenses, such as books, equipment, housing, or other fees; or for any personal expenses, even if associated with the employee’s pursuit of education; or **for any expense other than tuition or required lab fees**.



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The parties agree as follows:

THE EMPLOYEE'S OBLIGATION

Prepayment of Tuition. Undergraduate, Graduate, and Professional Certification Course(s): Any employee that receives a tuition prepayment **must provide proof of course registration and payment of tuition and/or required lab fees within thirty (30) days of receipt of the tuition prepayment.** If proof of course registration and payment is not provided within (30) days or the amount of tuition prepayment funds paid by the City exceeds the Employee's documented payments; **the City will automatically start deductions from the Employee's pay to collect any excess tuition payment made to the employee. The equal repayments to the City will occur over a three month period (6 pay periods).** City repayments will only be suspended and/or reversed once the employee provides necessary documentation indicating proof of successful course registration and proof of payment. If an Employee has an outstanding 'tuition repayment', the Employee is ineligible to participate in the Educational Assistance Program until all outstanding City funds are collected.

- A. **Tuition Reimbursement.** Undergraduate, Graduate, and Professional Certification Course(s): Upon course completion, the Employee must provide proof of payment of tuition and/or required lab fees and successful course completion to receive Tuition Reimbursement. If an Employee does not provide proof (i.e., official transcript, certificate) of successful completion of the course(s) and proof of payment in which tuition was paid within thirty (30) days of course completion, the City will not provide Tuition Reimbursement for the course(s) completed.
- B. The Employee will not use City Educational Tuition Assistance Funds for anything other than payment of tuition and/or required lab fees, and will not use City funds for payment of any other expenses, even if associated with the employee's pursuit of education.



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THE CITY'S OBLIGATION

- A. **Reimbursement.** Upon proof of the Employee's successful completion of coursework and presentation of original itemized receipts for costs incurred, the City will reimburse the Employee the allowable costs as defined by the Educational Assistance Policy.

- B. **Payment.** If, within twelve (12) months of the date of successful completion of the course(s), the Employee terminates his/her employment, retires, resigns for any reason whatsoever, is separated due to unsatisfactory service, or is dismissed from employment with the City, the Employee will be required to repay 1/12 of the cost of the City's contribution or a portion based on the number of months he/she was employed following completion of the course. The City shall withhold from the Employee's final paycheck the amount in excess of the Federal minimum wage to offset the debt to the City. The City shall also withhold any amounts owed under this Agreement from any other payment due the employee including, but not limited to, expense reimbursement and leave payout. Any remaining amount is due to the City within thirty (30) days of the Employee's final paycheck. Amounts not paid within thirty (30) days shall be deemed delinquent.

- C. **Excuse from payment.** If the Employee retires due to disability, or dies before completion of the time period specified in Section B above, he/she will have no obligation to repay the City.

I agree to all of the terms and conditions set forth in this agreement.

Employee Name _____
(Print)

Employee Signature _____ Date _____

Supervisor _____ Signature _____

Recommend Approval Not Recommended Date _____

Reason _____



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Department Head _____ Signature _____

Recommend Approval Not Recommended Date _____

Reason _____

Human Resources Director _____ Signature _____

Approved Not Approved

For Human Resources' Use Only

Course Description Cost verification Eligible Institution \$ Eligible Amount PT FT

Approval for payment _____ Date _____

Vendor Number _____ Date Processed _____

PV # _____

Notes: