



Tuition Payment Application

Date

I am requesting tuition: reimbursement advance

Name

SSN

Department

Name of Course	Credit Hours	Starting Date	Ending Date	Cost

Name of School

I am working toward:

Certificate or degree in

Credit only in the area of

State briefly how you think this course will benefit you and James City County (if related to **development plan, please attach a copy**):

I understand that James City County will pay the cost of in-state college tuition rates upon submission of approved Tuition Payment Application and proof of cost of course. I also understand that I must provide the following to the Accounting Office at the end of the course:

- Evidence of Grade C in college courses or satisfactory completion of a correspondence course; 2. Receipt of Payment for reimbursement if applicable; and 3. Copy of approved Tuition Payment Application

Should I receive a grade other than C or better in a college course, or satisfactory in a correspondence course, I agree to repay the County the full amount of the tuition advance within 30 days after ending date of the course. If this is not possible, I understand the advance will be deducted from my next paycheck.

I certify that I am not receiving other assistance (such as G.I. Bill or a scholarship) toward the cost off the tuition for this course.

Should I leave the County's employ within one (1) year of completing the above course, I agree to repay the County in the amount of the advance/reimbursement

******Stop here and print******

Employee Signature _____ Date _____

Supervises reason for recommendation:

Questions to determine job-relatedness for M taxability:

- Does the course maintain or improve skills used or required by the employee in his/her present position? Yes No
- Is the course part of a program that will lead to qualifying the employee in a new trade or business? Yes No
(Example: Codes Inspector taking MBA courses, or Office Assistant taking Nursing courses)
- Is the course required to meet new educational requirements of the employee's present position as stated in a revised job description of the position? Yes No
- Is the course part of a Law School program? Yes No

Supervisor _____ Date _____ Dept Mgr _____ Date _____