



Tuition Reimbursement Instructions

OVERVIEW

To the extent funding is available, the City shall provide for tuition and textbook reimbursement for regular full-time employees up to a maximum of \$1500 per fiscal year for any degree or certificate program that is beneficial to the City and in accordance with administrative regulations governing this program as determined by the City. Only costs for textbooks required for approved courses shall be deemed reimbursable through this program.

Tuition reimbursement for regular part-time employees shall be prorated based on their part-time percentage.

Employees must complete and submit a Tuition Reimbursement Form to their Department Director for approval prior to expending fees for coursework or textbooks. Once the Department Director approves the expense, the employee must submit the signed form to Human Resources at hr@cityofgoleta.org.

The employee must pay all fees for the course and/or textbooks. The employee will be reimbursed for tuition charges and books in an amount up to \$1500 per fiscal year once they have completed the course, as long as they have earned a grade of C or better (or a grade of “pass” for a pass/fail class) and have submitted a receipt and proof of payment.

THINGS YOU WILL NEED

The following items must be attached to your request to receive reimbursement:

PROOF OF PAYMENT

- Receipt; or
- Canceled Check; or
- Credit Card Statement; or
- Bank Statement.

PROOF OF COURSE COMPLETION

- If your request is for tuition for college courses, attach a receipt displaying enrollment or textbook fees.
- Course description or course agenda.
- Proof of course completion with a C or better, a “Pass”, or a certificate of successful completion.

Please refer to [City of Goleta Personnel Rules Section 15.3](#) for more information.



Tuition Reimbursement Form Department Approval

The City of Goleta provides tuition and textbook reimbursement for regular full-time employees up to a maximum of \$1500 per fiscal year for any degree or certificate program that is beneficial to the City and in accordance with administrative regulations governing this program as determined by the City.

Once the Department Approval form is signed, Employee must submit the form to Human Resources at hr@cityofgoleta.org.

Employee

Employee Number

Position

Department

Mailing Address

Mailing Address Line 2

City

State

Zip

Class, Course, License, or Professional Organization

Institution

Status

Approved

Denied

Department Director Signature

Date



**Tuition Reimbursement Form
Reimbursement Request**

Employees must complete and submit a Tuition Reimbursement Form along with proof of payment, which may include a receipt, canceled check, credit card statement, or bank statement.

Employee Certification of Successful Course Completion and Payment

I certify that I have successfully completed and made payment for the above stated course, membership or license. I have attached all the required Documentation.

Employee Signature

Employee Signature Date

Reimbursement Request

Cost, Expense, Membership or License Fees

Date Completed

Reimbursement Amount

Human Resources Department Approval

Status

Approved

Denied

Reimbursement Amount

Fiscal Year

Account Number

Description (Incode Account Name)

City Manager or Designee Signature

Date